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ABSTRACT

The "Assessment of Functional Abilities of Moderate Learning Students" test is presented, along with a list of objectives being tested and brief test administration instructions. The test, which was developed by special education teachers of Cortland-Madison, New York, contains test items for the following 12 strands of a curriculum for secondary school students: vocational/work study; environment; health and safety; adult life; home management; child care; money management; leisure time; citizenship; and functional reading, writing, and math. The test is designed to be administered at the beginning of high school to help identify student weaknesses in developing the Individualized Education Program and also to senior high students who are candidates for a certificate award. In addition to a listing of objectives for all 12 curricular areas, information is presented for each objective indicating where the associated test items are located and how the items are to be tested. The objective sheets serve as a summary of what the student knows and does not know. Among the materials included in the student test booklet are the following: a job application form, a pay stub, a map, questions on drugs, a circle graph, a utility bill, a bank statement, questions about loans, questions about common reading materials (e.g., train schedule, food product label, newspaper article, mathematical problems, questions about a grocery advertisement), and questions about geometric figures. (SEW)

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Assessment of Functional Abilities of Moderate Learning Students

August 1982

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Cortland-Madison BOCES
Dr. Lee G. Peters, District Superintendent

Overview

During the week of August 16-20, 1982 staff from the Special Education teachers of the Cortland-Madison BOCES in Cortland, New York developed the Assessment of Functional Abilities of Moderate Learning Students test.

The test contains test items for twelve strands of a curriculum for Secondary Students.

These strands include Vocational/Work Study, Environment, Health and Safety, Adult Life, Home Management, Child Care, Money Management, Leisure Time, Citizenship, Functional Reading, Functional Writing, and Functional Math.

The test is to be given in at least two stages during a student's Senior High School career. The test will be given to a student at the beginning of high school. This will enable the High School teacher to identify the students weaknesses in developing the IEP. It will also be given to Senior High students' who are candidates for receipt of a certificate. Upon successful completion of the minimum competency test the student would receive a BOCES certificate.

It is understood that teacher discretion/judgment continues to play a very important role in the assessment of a student. The test was developed to identify criteria for a teacher to judge minimum readiness to receive a certificate. It was not intended to be a strict pass/fail test based on a test score.

Administration

The objective sheets are a listing of all the objectives being tested by this Assessment. The objective sheets indicate where the test items are located and how the items are to be tested.

All test items are listed on the objective sheets with a Roman numeral and an arabic numeral (i.e. I-6, IV-3). The Roman numeral indicates the Strand of the Curriculum being tested as noted below:

I	=	Vocational/Workstudy
II	=	Our Environment
III	=	Health and Safety
IV	=	Adult Life
V	=	Home Management
VI	=	Child Care
VII	=	Money Management
VIII	=	Leisure Time
IX	=	Citizenship
X	=	Functional Reading
XI	=	Functional Writing
XII	=	Functional Math

The arabic number indicates the test item in that strand.

The tester should have the objective sheets in view when testing a student.

All items tested are <u>not</u> in the Student Book. Some items are only a demonstration or interview item and are located in the objective sheets <u>only</u> (not in the Student Book

The student can have the test items read to him with the <u>exception</u> of the Functional Reading Strand.

The student can have help writing or dictate answers in any Strand with the exception of the Functional Writing Strand.

Scoring

To score refer to the objective sheets. Answers are sporadically provided under some objectives.

Date each testing time.

For each item a student successfully completes place an X in the results box of that item on the objective sheet. The Results section should denote knowledge by a proportion (i.e. 3/6) or a percentage for items not successfully completed.

The objective sheets are a summary of what the student knows and doesn't know. It should indicate weak and strong areas in which more extensive testing is needed and to which the IEP should speak.

Materials for Administration

	checks
1	county map
1	Interview Progress Reports (See Attached)
1	Job Evaluation (See Attached)
1	Telephone Book
1	Plain Envelope
1	Calculator
1	Ruler
	Money - combination coins and bills (up to $25.00)
	Paper - business, personal
	Home Economics Area/Equipment
1	Sales Tax Chart
1	Dictionary

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Objectives Name: _____

Student Book	Interview	Demonstration	I. Vocational/Work Study The student will locate and maintain a job.	Date:	Date:	Date:
				Results		
I-18		I-1-18	A. The student will successfully complete a work			
			experience program.			
		1	1. Student follows attendance policy.			
		14	2. Student dresses appropriately for work			
		5-11	3. Student follows work rules			
		10,12	4. Student accepts criticism and implements			
			suggestions.			
		2,3,4 6,7,9,15	5. Student demonstrates the ability to do work			
		12,13	6. Student gets along with peers and supervisor.			
		8,16,18	7. Student exhibits self-motivation.			
		17	8. Student ask for help when needed.			
I-19-29		I-19-29	B. The student successfully completes an			
			interview. (See Interview Rating Form)			
			C. The student demonstrates the understanding			
			of work concepts.			
I-30			1. The student lists three reasons for work			
			ans. earn money, self-satisfaction, experience			
			for future jobs			

Name: _____

Student Book	Interview	Demonstration	Objectives	Results Date:	Date:	Date:
I-31			2. The student will be able to describe 5 jobs and the skills required.			
			ans. Skills teacher discretion, possible job areas			
			Food Service, Child Care, Custodial, Clerical Farm			
I-32			3. The student will be able to list at least 3 jobs that he or she has skills to perform			
			ans. teacher discretion			
I-33			4. Student lists 3 roles of a supervisor			
			ans. hiring, evaluation of work, assign jobs, firing			
I-34			5. Student can list 5 reasons for being fired			
			ans. lateness, not doing job, not following safety rules etc.			
			(See job evaluation sheet)			
	3			10		

Name: _____

Student Book	Interview	Demonstration	Objectives	Results Date:	Date:	Date:
I-35			6. The student will be able to explain how to resign from a job.			
			ans. talk to supervisor and letter of resignation			
I-36			7. The student can list 3 ways to locate jobs.			
			ans. newspapers, employment agencies, counselors,			
			friends, family, help wanted signs, Office of Vocational			
			Rehabilitation			
I-37-40			D. The student is capable of obtaining information			
			from a want ad.			
I-41			E. The student will be able to complete a job application			
			form with 90% accuracy.			
I-42			F. The student exhibits a basic knowledge of fringe			
			benefits.			

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Objectives Name: _____

Student Book	Interview	Demonstration		Results Date:	Date:	Date:
I-43-48			G. The student will demonstrate an understanding			
			of pay stubs.			
I-43			1. The student can explain deductions on a			
			pay stub.			
I-44-48			2. The student can identify 5 parts of a pay stub.			
I-49			H. The student will be able to state the current			
			minimum wage:			
			teacher should be aware of current wage 1982-$3.35			
	13			11		

Objectives Name: _____

Student Book	Interview	Demonstration	II. Our Environment - the student will demonstrate the ability to get around the community.	Date: Results	Date:	Date:
II-1-7		II-1-7	A. The student demonstrates an ability to use maps			
II-1		II-1	1. The student can locate where they live on a Cortland County Map.			
II-2-3		II-2-3	2. The student can use a map legend.			
II-4-5		II-4-5	3. Student can use reference points and a map index.			
II-6		II-6	4. Student can plot a route on a map.			
II-7		II-7	5. Student can follow a route on a map.			

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Objectives

Name: _____

Student Book	Interview	Demonstration		Date: Results	Date:	Date:
II-8			B. Student will be able to list 3 county agencies and the service provided. Possible answers:			
			Agency — Service			
			Welfare Office — Food Stamps, Income			
			CETA — Job Training			
			Family Planning — Planned Parenthood			
			Employment Office — Jobs, Unemployment Office			
			DVM — Driving test, licenses			
			Sequin Community Services — Jobs, Advice			
			Health Clinic — Care when sick, Immunizations			
		17		13		

Objectives

Name: _____

Student Book	Interview	Demonstration		Date: Results	Date:	Date:
II-9-12			C. Student demonstrates an ability to use a telephone book.			
II-9			1. Student can locate name and identify address and number in a telephone book.			
			Student needs a current telephone book.			
			*Teacher should check to see if person is still listed. If not, substitute another name.			
			Answer Little, Fred S. Hill Rd. 753-7227.			
II-10-12			2. Student can locate services using yellow pages.			
II-13-14		II-13-14	D. Student can use a building directory to locate room number and floor number. (Use BOCES Directory on 1st floor).			
II-15-16			E. Student can use a Building Plan Sheet.			
0	13			20		

Objectives

Name: _____

Student Book	Interview	Demonstration		Results Date:	Date:	Date:
II-17		II-17	F. Student is capable of following verbal directions to help someone locate a place with a minimum of 3 direction changes. Teacher will choose an unfamiliar destination in the school, i.e., office, gym, nurse's office, janitor's room, library , etc. Give left and right directions. Have them collect an appropriate item at that place to bring back to teacher.			
II-18		II-18	G. Student is capable of giving verbal directions to locate a place with a minimum of 3 turns.			

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Objectives

Name: _____

Student Book	Interview	Demonstration	III. Health and Safety - The student will demonstrate the ability to live a healthy and safe existence.	Date: Results	Date:	Date:
III-1			A. Student can list 5 hygiene practices that should be practiced daily.			
			Suggested answers:			
			Wash hands before meals			
			Bath daily			
			Use deoderant daily			
			Wear clean underwear and clean socks daily			
			Brush teeth after eating			
			Wash face regularly			
			Practice proper procedure for blowing nose			
			Cover mouth when coughing, sneezing			
			Get 8 hours of sleep nightly			
	23			24		

Objectives Name: _____

Student Book	Interview	Demonstration		Results Date:	Date:	Date:
III-2-5			B. Students will be able to determine the effects of use of drugs, tobacco, and alcohol.			
III-2			1. Students can identify possible consequences of misuse of drugs. (Teacher should read the questions with student making sure he/she understands its meaning.)			
			Answer: Cross out a, b,c,e,g.			
III-3			2. Students can identify possible consequences of misuse of tobacco. (Teacher should read the questions with student making sure he/she understands its meaning).			
			ans. Cross out a, b,c,d,f,g,i.			

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Name: _____

Student Book	Interview	Demonstration	Objectives	Results Date:	Date:	Date:
III-4-5			3. Students can identify possible consequences of misuse of alcohol.			
			(Teacher should read the questions with the student making sure he/she understands its meaning.)			
III-4			Answers: Cross out a, c, d, f, h, i.			
III-5			Answer "yes"			

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Objectives Name: _____

Student Book	Interview	Demonstration		Date: Results	Date:	Date:
III-6-10		III-6-10	C. Student demonstrates basic first aid procedures.			
III-6		III-6	1. Student administers proper first aid to minor cuts.			
			Read the situation involving a knife			
			Ask student to show how he would			
			care for it.			
			ans. (He should clean the cut or scratch			
			with soap and warm water, pat it dry. Cover			
			the cut with a clean bandage (or bandaid.)			
	23					

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Objectives Name: _____

Student Book	Interview	Demonstration	Objectives	Results Date:	Date:	Date:
III-7			2. Student will tell 3 situations which need emergency measures and act out what should be done.			
			Answers b, c, e.			

Objectives Name: _____

Student Book	Interview	Demonstration		Date: Results	Date:	Date:
III-8-10		III-8-10	3. Student will be able to respond to emergency situations.			
			Have student read the 3 emergency situations in student book and demonstrate care.			
III-8		III-8	ans. Have girl lie down with her head lower than the rest of your body. Or have her sit with her head between her knees.			
III-9		III-9	ans. Have her sit with her head straight up. Have her hold her nostrils together with her thumb and finger. If the bleeding does not stop; hold a cold towel to her face.			
III-10		III-10	ans. Wash the bite with soap and warm water. Put on a clean bandage. Get him/her to doctor as soon as you can. (Should be able to locate doctor's phone number).			
	33			34		

Objectives Name: _____

Student Book	Interview	Demonstration		Date: Results	Date:	Date:
	III-11		D. Student understands what a Pap test is and when a girl should be tested.			
	III-12		E. Student knows what is involved in a physical examination. Teacher will have student tell how these tests are made.			
			Blood Pressure			
			Heart Rate			
			X-Rays			
			Blood Test			
			Urine Test			
			Breast Examination			
			Internal Examination			
			Glaucoma			
	35			36		

Objectives Name: _____

Student Book	Interview	Demonstration	Adult Life IV. The student will demonstrate ability in making a careful adult decision.	Date: Results	Date:	Date:
IV-1	IV-1		A. Given a situation the student will be able to identify the pros and cons of the solution he chooses. (at least 2 aspects for each side)			
IV-2-4	IV-2-4		B. The student will be able to recognize interpersonal relationships in making decisions.			
IV-5-16	IV-5-16		C. Student has basic information regarding sex/pregnancy.			
IV-5-7	IV-5-7		1. Understands physical aspect of intercourse.			

Objectives

Name: _____

Student Book	Interview	Demonstration		Date:	Date:	Date:
				Results		
IV-8-10	IV-8-10		2. The student understands the course of			
			pregnancy.			
			ans. teacher discretion			
IV-11-15	IV-11-15		3. The student knows birth control methods.			
IV-16	IV-16		4. The student will know the health precautions			
			a pregnant woman should take.			

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Objectives

Name: _____

Student Book	Interview	Demonstration	V. Home Management The student will demonstrate the ability to maintain a home.	Date:	Date:	Date:
				Results		
V-1-3			A. The student will be able to			
			1. plan well balanced meals			
V-1			a. breakfast			
V-2			b. lunch			
V-3			c. dinner			
V-4		V-4-5	2. purchase items needed			
V-4		V-4	a. shopping list			
		V-5	b. shop, reads price labels			
		V-6-8	3. prepare meals using appropriate utensils			
		V-6	a. breakfast			
		V-7	b. lunch			
		V-8	c. dinner			
		V-9-27	B. The student will be able to safely use and			
			care for kitchen appliances.			

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Objectives Name: _____

Student Book	Interview	Demonstration		Results Date:	Date:	Date:
		V-9	1. oven			
		V-10	2. stove			
		V-11	3. refrigerator - freezer			
		V-12	4. mixer			
		V-13	5. blender			
		V-14	6. electric fryer, deep fryer			
		V-15	7. can opener, manual and electric			
		V-16	8. scale			
		V-17	9. toaster			
		V-18-20	C. The student will be able to demonstrate use			
			of basic cleaning appliances.			
		V-18	1. vacuum cleaner			
		V-19	2. mop			
		V-20	3. broom			
	43			44		

Objectives

Name: _____

Student Book	Interview	Demonstration		Date: Results	Date:	Date:
		V-21-27	D. The student will be able to demonstrate basic			
			cleaning skills.			
		V-21	1. making beds			
		V-22	2. dusting			
		V-23	3. washing dishes			
		V-24	4. washing windows			
		V-25	5. scrubing toilet			
		V-26	6. scrubing sink			
		V-27	7. scrubing bathtub			

Objectives

Name: _____

Student Book	Interview	Demonstration		Date: Results	Date:	Date:
		V-28-36	E. The student will be able to demonstrate			
			clothes care			
		V-28-29	1. washing clothes			
		V-28	a. by hand			
		V-29	b. using washing machine			
		V-30-32	2. drying clothes			
		V-30	a. air			
		V-31	b. dryer			
		V-32	2. ironing			
		V-33-36	3. mending			
		V-33	a. patches			
		V-34	b. buttons			
		V-35	c. hems			
		V-36	d. seams			
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Objectives

Name: _____

Student Book	Interview	Demonstration	Child Care VI. The student will be able to take care of a child.	Date:	Date:	Date:
				Results		
		VI-1	A. The student will demonstrate the following			
			child care practices for infants.			
			1. bathing			
			2. cleaning			
			3. changing diapers			
			4. dressing			
			5. feeding			
		VI-2	B. The student will demonstrate the following			
			child care practices for toddlers.			
			1. bathing			
			2. cleaning			
			3. changing diapers			
			4. dressing			
			5. feeding			

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Objectives Name: _____

Student Book	Interview	Demonstration		Date:	Date:	Date:
				Results		
	VI-3,4		C. The student will be able to define			
	VI-3		1. infant			
	VI-4		2. toddler			
			D. The student will be able to give examples			
VI-5-6			of foods that are eaten by			
VI-5			1. infant			
VI-6			2. toddler			
VI-7-8			E. The student will be able to give examples			
			of ways to entertain			
VI-7			1. infant			
VI-8			2. toddler			
VI-9-10			F. The student will be able to give examples			
			of things children can do.			
VI-9			1. infant			
VI-10			2. toddler			

Objectives Name: _____

Student Book	Interview	Demonstration		Results Date:	Date:	Date:
VI-11-17			G. The student will be able to give examples			
			of discipline practices.			
VI-18			H. The student will be able to identify			
			symptoms of illness in a child.			
		VI-19	I. The student will be able to take a child's temperature.			
	VI-20		K. The student will be able to demonstrate and			
			or tell emergency procedures for			
			1. choking			
			2. swallowing poisons			
			3. burns			
			4. falls			
VI-21	VI-21		K. The student will be able to tell how to child			
			proof a home.			
VI-22-23			L. The student will be able to identify toddler			
			sleep habits.			

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Objectives Name: _____

Student Book	Interview	Demonstration	Money Management VII. The student will demonstrate an ability to follow basic money management skills.	Date: Results	Date:	Date:
		VII-1-5	A. The student will be able to count coins and			
			currency in a variety of combinations up to $25.00.			
			Hand student the following (use no other aid)			
		VII-1	1. 3-1¢ 2-10¢ 1-25¢ 2-$1.00 1-$5.00 1-$10.00 = $17.48			
		VII-2	2. 2-1¢ 1-10¢ 1-25¢ 1-50¢ 3-$1.00 1-$5.00 = $8.87			
		VII-3	3. 3-10¢ 1-25¢ 4-$1.00 3-$5.00 = $19.55			
		VII-4	4. 7-5¢ 3-10¢ 1-$1.00 1-$10.00 =$11.65			
		VII-5	5. 4-1¢ 1-5¢ 1-10¢ 1-25¢ 1-50¢ 3-$1.00			
			2 - $10.00 = $23.94			
		VII-6-10	B. The student will be able to produce change			
			up to $25.00.			
			Hand student a box of coins and bills- ask for			
		VII-6	1. $ 6.32			
		VII-7	2. $17.60			
		VII-8	3. $22.84			
		VII-9	4. $13.76			
		VII-10	5. $ 9.41			

Objectives Name: _____

Student Book	Interview	Demonstration		Results Date:	Date:	Date:
		VII-11-15	C. The student will be able to compute change			
			using the least number of coins up to $20.00.			
			Hand student a box of coins. Say "You have gone			
			to the store. Your bill totals you hand the			
			cashier give me the correct change.			
		VII-11	1. Total $4.52 You give $5.00			
		VII-12	2. Total $18.40 You give $20.00			
		VII-13	3. Total $6.03 You give $10.00			
		VII-14	4. Total $9.38 You give $9.40			
		VII-15	5. Total $12.61 You give $15.00			
VII-16-17			D. Given a time card the student will be able to			
			compute wages.			
	57			58		

Objectives

Name: _____

Student Book	Interview	Demonstration		Results Date:	Date:	Date:
VII-18-21			E. The student will compute financial aspects of Adult Life.			
VII-22			F. Given information the student will set up a weekly budget.			
VII-23-36			G. The student will be able to interpret bills.			
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Objectives Name: _____

Student Book	Interview	Demonstration		Results Date:	Date:	Date:
VII-37-46			H. The student will demonstrate the ability			
			to maintain a checking account.			
VII-37-38			1. The student will be able to write a check.			
VII-39			2. The student will be able to balance a checkbook.			
VII-40-45			3. The student will be able to understand			
			procedures related to a bank statement.			
VII-46-48			4. The student can use deposit and			
			withdrawal slips.			
	61			62		

Objectives Name: _____

Student Book	Interview	Demonstration		Results Date:	Date:	Date:
VII-49-51			I. The student will demonstrate the ability to read a saving account book.			
VII-52-54			J. The student will have a working understanding of credit, downpayment and monthly payments.			
	63		64			

Objectives

Name: _____

Student Book	Interview	Demonstration		Results Date:	Date:	Date:
VII-55-57	VII-55-56		K. The student will have a basic understanding of money orders.			
VII-55	VII-55		1. The student will be able to name where to get money orders. examples: bank, post office			
VII-56	VII-56		2. The student will be able to tell when money orders may be used.			
VII-57	VII-57		3. The student will be able to explain why money orders should be used.			
VII-58-59			L. The student will be able to use a sales tax chart. (Supply chart)			

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Objectives

Name: _____

Student Book	Interview	Demonstration	Leisure Time Use VIII. The student will demonstrate the ability to make use of leisure time.	Date: Results	Date:
VIII-1			A. The student will be able to give an example of when they might have free (leisure) time.		
			Note: This is to make sure the student recognizes he has leisure time when he can choose what to do.		
VIII-2-3			B. The student will be able to list examples of things they can do on their own with money and without money.		
VIII-4-5			C. The student will be able to list examples of things they can do with others having money and without money.		
VIII-6-25			D. The student will be able to tell where they would go to swim, bowl, see a movie etc.		

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Objectives Name:

Student Book	Interview	Demonstration	Citizenship IX. The student will demonstrate the qualities necessary in being a good citizen.	Results Date:	Date:	Date:
IX-1-7			A. The student will be ble to name the			
IX-1			1. president			
IX-2			2. governor			
IX-3			3. state			
IX-4			4. country he lives in			
IX-5			5. city or town he lives in			
IX-6			6. capital of state			
IX-7			7. capital of U.S.			

Objectives Name: _____

Student Book	Interview	Demonstration		Results Date:	Date:	Date:
IX8-33			B. Given situations the student will be able			
			to identify and to explain the correct answer			
			as it relates to the			
			1. Fifth Amendment			
			2. First Amendment			
			3. Sixth Amendment			
			4. Fourth Amendment			
IX-34-36	IX-34-36		C. The student understands drinking and driving			
			laws			
IX-34	IX-34		1. felony charges			
IX-35	IX-35		2. misdemeanor			
IX-36	IX-36		3. breathalizer, blood, urine, saliva			
IX-37			D. The student will be able to list 3 sources for			
			current events.			
			ans. Newspapers, news magazines, radio, T.V.			
	71			72		

Objectives

Name:

Student Book	Interview	Demonstration	Functional Reading X. The students will be able to perform required by adults for functional literacy.	Results Date:	Date:	Date:
X-1-5			A. The student will be able to read and follow recipes.			
X-6-18			B. The student will be able to interpret a schedule			
X-6-9			1. travel			
X-10-15			2. TV			
X-16-18			3. Movie			
X-19-25			C. The student will be able to answer questions			
			based on reading labels.			
X-19			1. Medicine			
X-20-22			2. Clothes			
X-23-25			3. Food			
X-26-32			D. The student will be able to read signs.			
			Student reads to the teacher.			
	73		74			

Objectives

Name: _____

Student Book	Interview	Demonstration		Results Date:	Date:	Date:
X-33-39			E. The student will be able to read an article from			
			a newspaper for specific information.			
X-40-44			F. The student will be able to read and follow directions.			
X-40-42			1. Appliance operation			
X-43-44			2. Emergency procedures			
X-45-54			G. The student will be able to read an agreement			
			for information.			
X-45-48			1. Tennant			
X-49-51			2. Credit			
X-52			3. Employee			
X-53-54			4. Insurance			
	75		76			

Objectives Name: _____

Student Book	Interview	Demonstration		Date: Results	Date:	
X-55-57			H. The student will be able to read a warning for possible dangers.			
X-58-59			I. The student will be able to order from a menu.			
		X-60	J. The student is capable of taking a book out of the library.			

78

77

Objectives

Name: _____

Student Book	Interview	Demonstration	Functional Writing XI. The student will demonstrate the ability to express himself in writing.	Date: Results	Date:
XI-1			A. The student will be able to spell the following numbers correctly. (Circle correctly spelled words 20-correct spellings in passing). 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 30 40 50 60 70 80 90 100 1,000		
XI 2		XI-2	B. The student will be able to address an envelope including return address. *Teacher will provide a real envelope.		
XI-3		XI-3	C. The student will be able to write an informal letter. *Teacher will provide the paper.		

73

Objectives

Name: _____

Student Book	Interview	Demonstration		Date:	Date:	Date:
				Results		
XI-4		XI-4	D. The student will be able to write a formal (business)			
			letter.			
			*Teacher provide the paper.			
XI-5-7			E. The student will be able to use the dictionary			
			and use the words in sentences.			
			*The teacher will provide a dictionary.			
XI-8-9			F. The student will write the days of the week			
			and months of the year in sequence.			
XI-10-11			G. The student will be able to write the date.			
				82		

81

Objectives

Name: _____

Student Book	Interview	Demonstration		Results Date:	Date:	Date:
		XI-12	H. When given the information the student will			
			be able to write the message.			
			*The teacher will give the following message			
			as if to be giving it over the phone.			
			This is Dr. Jones office calling. Please leave a			
			message for your mother telling her we have to change			
			her appointment. Have her call before 4 o'clock.			
			Our number is 555-5666.			

Objectives

Name: _____

Student Book	Interview	Demonstration	XII. The student will be able to perform functional math skills required by adults.	Results Date:	Date:	Date:
XII-1-2			A. The student will be able to tell the time			
			to the quarter hour or half hour (with			
			examples of 5:12 the acceptable ans. would			
			be 5:15).			
XII-3-5			B. The student will be able to relate time to			
			factors such as distance, cooking and wages.			
XII-6-9			C. The student will be able to use a calculator			
			for computing, addition, subtraction, multiplication			
			and division.			
			*The teacher will provide a calculator.			
XII-10-13			D. The student will be able to compute simple			
			+, -, x and - problems without a calculator.			

85

86

Objectives

Name: _____

Student Book	Interview	Demonstration		Date: Results	Date:	Date:
XII-14-16			E. The student will be able to identify units			
			of measure.			
XII-17-19			F. The student can show fractional parts.			
XII-20-22			G. The student will be able to use a coupon.			
XII23-25			H. The student will be able to use grocery ads.			
XII-26-31			I. The student will be able to interpret a			
			grocery bill.			
XII32-36			J. The student will be able to approximate time,			
			money, distance and temperature.			
XII-32			answer accepted anytime from 45 min. to 1 hr.			
XII-33			answer acceptable ans. 1 min.			
XII-34			answer 1.35 - 1.55			
XII-35			answer about $2.00 ($1.75-$2.25).			
XII-36			answer Teacher provides map of Cortland County			
			answer 8-12 miles			
	87			88		

Objectives

Name: _____

Student Book	Interview	Demonstration		Results Date:	Date:	Date:
XII-37-40			K. The student will be able to use			
			a calendar.			
XII-41-43			L. The student will be able to read and			
			use information on a thermometer.			
XII-44-45			M. The student will be able to accurately			
			measure to 1/2" 1/4".			
	89					

90

"Student Booklet"

Strand I

VOCATIONAL/WORK STUDY

CORTLAND-MADISON BOCES - SPECIAL EDUCATION

JOB EVALUATION

☐ Volunteer Program ☐ Work Study

Date _____

Student _____ Position _____

Job Site _____ Weeks on Job _____

Work Trait	Excellent	Average	Fair	Poor
1. Attendance & Punctuality				
2. Speed of Work				
3. Accuracy of Work				
4. Ability to work with minimal supervision				
5. Safety Awareness & Practice				
6. Physical Capabilities				
7. Ability to adjust to varied work assignments				
8. Interest in Work				
9. Attention Span				
10. Reaction to Criticism				
11. Ability to Follow Directions				
12. Cooperation with Supervisor				
13. Relationship with Co-workers				
14. Appearance				
15. Quality of work performed				
16. Ability to see things to be done				
17. Willingness to ask for help when needed				
18. Desire to improve quality				

Explanation of Fair and Poor comments–

Date Student

Date Site Supervisor

INTERVIEW RATING FORM*

	Very Good	Good	Fair	Bad	Points
19) Grooming					
20) Clothes					
21) Posture					
22) Manners					
23) Language					
24) Voice					
25) Eye & Body Control					
26) Attitude					
27) Personality					
28) Motivation					
29) Preparation					

Total Points = 165

Scoring: Very Good = 15 points, Good = 10 points.
Fair = 5 points, Bad = 0

*Modified from Janus Sole Interview Kit @ 1976

30) People work for different reasons. List 3 reasons for working.

1. _____

2. _____

3. _____

31) Not all jobs require the same skills. List 5 different jobs and the skills you would need for each.

1. _____

2. _____

3. _____

4. _____

5. _____

32) List 3 jobs that you have the skills to do.

1. _____

2. _____

3. _____

33) All jobs have a supervisor. List 3 things supervisors are responsible for.

1. _____

2. _____

3. _____

34) Sometimes workers lose their jobs. List 5 reasons why a worker might be fired.

1. _____

_____

2. _____

_____

3. _____

_____

4. _____

_____

5. _____

_____

35) The time has come for you to change jobs. How would you let your supervisor know?

36) After graduation it is time to find a job. List 3 places you could go to look for a job.

1. _____

2. _____

3. _____

Here is part of the want ad section of a newspaper. Use this information to answer the questions below.

B.

GARDENER, must be exp & steady. Able to drive, SA 4-3117

GENERAL OFFICE. Some Bkkpg. req'd. Must have car. Call 401-7201 for appt.

GRILL OPERATOR M/W wanted to learn pizza business. Start at $7800. Good oppty for advanc. No exp. necessary. Call DE2-6762

HAIRDRESSERS (recent graduates only). Inquire about our apprenticeship program.
BURT SHEFF &
THE "GREAT" HAIR CO.
1748 Old Way, Winfield
TU6-3236 TU6-0834

37) For each abbreviation listed write the word it stands for.

exp.
req'd
oppty.
appt.

38) List 2 jobs that require you to drive.

39) Can a high school student apply for the job as a hairdresser?

40) What is the starting salary for a grill operator?

41)

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

Date _____ Social Security Number _____

Name _____ Age _____ Sex _____
Last First Middle

Present Address _____
Street City State Zip

Permanent Address _____
Street City State Zip

Phone Number _____ Own Home _____ Rent _____ Board _____

Date of Birth _____ Height _____ Weight _____ Color of Hair _____ Color of Eyes _____

Married _____ Single _____ Widowed _____ Divorced _____ Separated _____

Number of Children _____ Dependents Other Than Wife or Children _____ Citizen of U. S. A. Yes ○ No ○

If Related to Anyone in Our Employ, State Name and Department _____ Referred By _____

Last First Middle

EMPLOYMENT DESIRED

Position _____ Date You Can Start _____ Salary Desired _____

Are You Employed Now? _____ If So May We Inquire of Your Present Employer _____

Ever Applied to this Company Before? _____ Where _____ When _____

EDUCATION	Name and Location of School	Years Attended	Date Graduated	Subjects Studied
Grammar School				
High School				
College				
Trade, Business or Correspondence School				

Subjects of Special Study or Research Work _____

What Foreign Languages Do You Speak Fluently? _____ Read _____ Write _____

U. S. Military or Naval Service _____ Rank _____ Present Membership in National Guard or Reserves _____

Activities Other Than Religious (Civic, Athletic, Fraternal, etc.) _____
EXCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, CREED, COLOR OR NATIONAL ORIGIN OF ITS MEMBERS

(Continued on Other Side)

FORMER EMPLOYERS (List Below Last Four Employers, Starting With Last One First)

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
From				
To				
From				
To				
From				
To				
From				
To				

REFERENCES: Give Below the Names of Three Persons Not Related To You, Whom You Have Known At Least One Year.

	Name	Address	Business	Years Acquainted
1.				
2				
3				

PHYSICAL RECORD:

List Any Physical Defects

Were You Ever Injured? Give Details

Have You Any Defects In Hearing? In Vision? In Speech?

In Case of Emergency Notify

Name Address Phone No

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice.

Date Signature

DO NOT WRITE BELOW THIS LINE

Interviewed By Date

REMARKS:

Neatness		Character	
Personality		Ability	

Hired For Dept. Position Will Report Salary Wages

Approved: 1. 2. 3.

Employment Manager Dept. Head General Manager

42) Employers give workers fringe benefits What are 5 things you consider fringe benefits and explain why.

1. _____

2. _____

3. _____

4. _____

5. _____

43) What is meant by deductions (from a pay check?)

_____

Here is Edward Jones's pay stub. Use it to help you answer the questions below.

STATEMENT OF EARNINGS AND DEDUCTIONS DETACH AND RETAIN FOR YOUR RECORDS

REGULAR RATE	REGULAR HOURS	OTHER HOURS	REGULAR EARNINGS	OTHER EARNINGS	TAXABLE ADJUSTMENT	NON TAXABLE ADJUSTMENT	TAXABLE GROSS EARNINGS
3.35	80 00	13 00	310 00	00	00	00	310 00

TOTAL EARNINGS	DEDUCTIONS						
	FED WH TAX	FICA	STATE TAX	COUNTY TAX	LOCAL TAX	S.D.I.	I.R.A.
211 70	51 50	19 85	10 75	00 00	00 00	00 00	16 50

YEAR TO DATE TOTALS							
EARNINGS	FED WH TAX	FICA	STATE TAX	COUNTY TAX	LOCAL TAX	S.D.I.	I.R.A.
630 00	103 00	39 10	21 50	00 00	00 00	00 00	33 00

OTHER DEDUCTIONS								
	ADVANCE	INSURANCE	STOCK	TOOLS	GARNISHEE	WAGE ASSIGN.	OTHER	OTHER
00	00	00	00	00	00	00	00	00

CO	DEPT		CHECK NO.	PERIOD ENDING	NET PAY
5	36	Jones, Edward J.	0134	2/30/82	211.70

44) What are his gross earnings? _____

45) What is Mr. Jones's net pay? _____

46) How much was taken out for social security? _____

47) How many hours did Mr. Jones work? _____

48) What taxes were deducted? _____

49) What is the minimum wage? _____

Strand II

OUR ENVIRONMENT

1-7) Look at a Cortland County Map.

1. Show where you live.

2. Find an airport on the County Map.

3. Find a picnic area.

4. Find Clock Road. (Use road index).

5. On the Cortland-Homer side find North Street. (Use Business Directory)

6. Tell roads you would use to go from BOCES (Cortland-Madison) to WKRT station. (Use Business Directory)

7. Start at Lamont Circle (L-1). Show the teacher your route if you go northeast on Route 13 to the Post Office. Go east on Route 41, across Tioughnioga River to Route 114. Go North to Loring Crossing on Route 114. Take 112 east on Lighthouse Hill Road to the corner of Route 112 and Route 113. Turn south on Locust Avenue to the State Police Sub-Station.

8) List 3 county agencies. Tell one service they give us.

	Agency	Service
1.	_____	_____
2.	_____	_____
3.	_____	_____

Use a telephone book.

9) Find Fred Little in Cortland.

Write his address _____

Write his telephone number _____

Using the yellow pages, write the name, address and telephone number for a Bus Line, a Lawyer, and a Doctor.

	Service	Name	Address	Telephone Number
10)	Bus Line			
11)	Lawyer			
12)	Doctor			

13) Use BOCES Directory on the 1st Floor. Show the teacher, where the Machine Shop is found on the Directory.

14) Use BOCES directory on the 1st floor. Show the teacher of the Machine Shop.

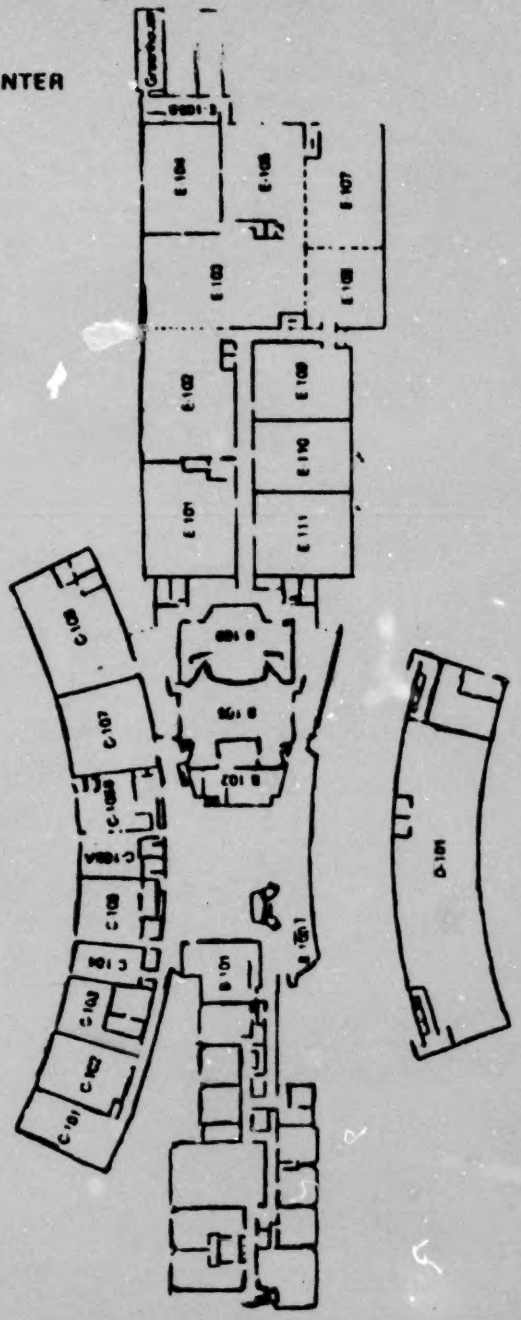
15) Using the attached BOCES floor plan, put an X on the Central Supply Room.

16) Using the attached BOCES floor plan, put an X on the Electronics Room.

17) Follow the teacher's directions to a place in the school.

18) Tell the teacher how to get to a place in the school.

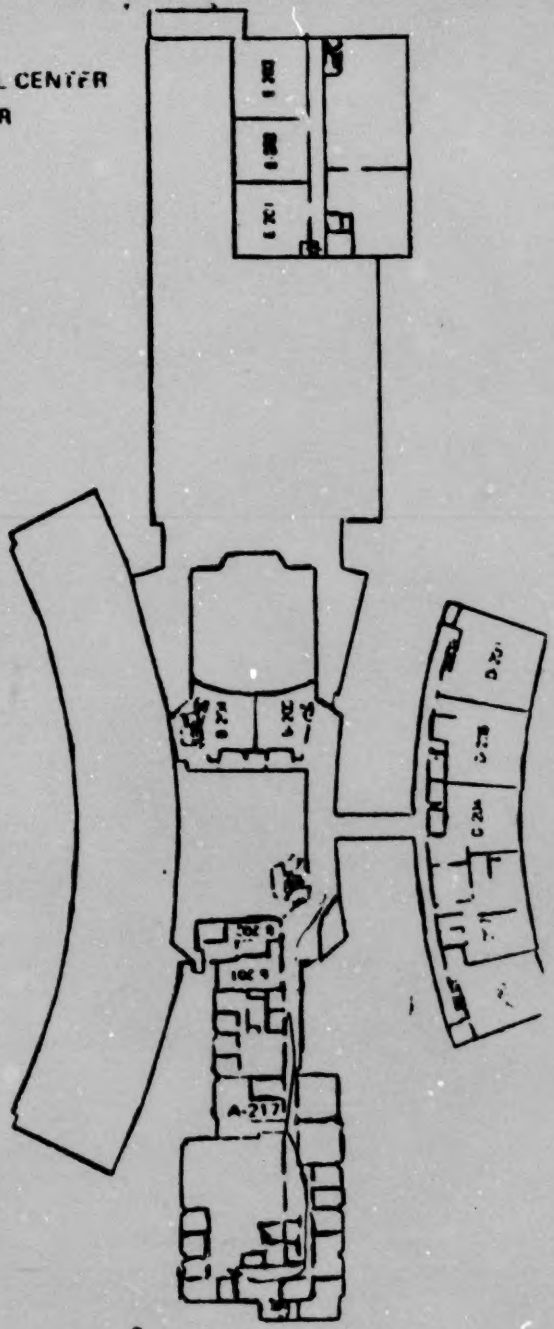
McEVOY EDUCATIONAL CENTER
FIRST FLOOR



KEY:

100 Receptionist
101 Student Store
102 Cafeteria/Snack Bar
105 Auditorium - Lecture Room A
109 Stage
201 Office Practice/ Secretarial Practice
203 Data Processing
205 Cosmetology
106A Food Service
106B Food Preparation
207 Instructional Resource Center
108 Graphic Arts Media Production
101 Fallout Shelter
101 Machine Shop
102 Auto Mechanics
103 Auto Mechanics
104 Auto Body Repair
105 Agricultural Mechanics
105B Landscape and Greenhouse Mgt.
107 Building Trades
108 Building Trades
109 Central Supply
110 Diversified Occupations
111 Welding

McEVOY EDUCATIONAL CENTER
SECOND FLOOR



KEY:

A-217 Nurse's Office
B-201 Faculty Lounge
B-202 Occupational Education Administration and Guidance
B-203 Lecture Room B (Auditorium)
B-204 Lecture Room C (Auditorium)
D-201 Commercial Art
D-202 Health Services
D-204 Home Services
D-206 Diversified Occupations
D-208 Trade Electricity/ Electronics
E-201 Drafting

Strand III

HEALTH & SAFETY

1) What are 5 things we should do daily to be neat and clean?

1. _____

2. _____

3. _____

4. _____

5. _____

2) Cross out the statements that are true about drugs.

a. Stimulants are drugs which decrease activities of the central nervous system.

b. Hallucinogenic drugs can change a person's behavior.

c. Misuse of drugs can cause problems for the person and his family.

d. It is legal to have marijuna in a public park.

e. Prescription drugs should only be taken under a doctor's supervision.

f. Misuse of drugs never leads to death.

g. Using illegal drugs can cost a lot of money.

3) Cross out the facts that are true about tobacco.

a. Smoking affects the lungs by causing shortness of breath, smokers' cough, lung congestion, asthma and lung cancer.

b. Smokers have about twice as many heart attacks as non-smokers.

c. Smoking slows blood circulation in the arteries and veins.

d. Smokers suffer twice the amount of indigestion, stomach ulcers, nervous problems and other complications as non-smokers.

e. Smoking does not harm non-smokers who are near smokers.

f. Smoking decreases a person's desire for food so it interfers with getting a balanced diet.

g. Young people know more about the real effects of smoking than their parents knew when they were young.

h. Smoking does not require much money.

i. Smoking is a habit hard to stop.

4) Cross out the facts that are true about alcohol.

a. Alcohol affects the body systems and organs.

b. Not many automobile accidents are caused by drinking drivers.

c. The frequent and prolonged abuse of alcohol can cause sickness and nervous disorders.

d. The misuse of alcohol often causes loss of job causing financial hardship to the problem drinker and his family.

e. Drinking alcohol improves your ability to think.

f. The misuse of alcohol may lead to crime and trouble with the police.

g. It is easy to stop drinking alcohol when you are older.

h. Drinking too much alcohol causes family problems.

i. Alcoholism is a sickness and treatment is available.

5) A mature person makes his or her decision about using drugs, tobacco and alcohol based on information, not by what his friends do or want him to do.

Do you agree with this? Yes_____ No_____

6) Your friend was paring an apple. The knife slipped and cut his finger. Show what you would do.

7) Check times which would need quick, emergency help.

_____ a. Your friend had a headache.

_____ b. Your friend felt faint.

_____ c. Your friend had a nose bleed.

_____ d. Your friend got a splinter in his finger.

_____ e. A dog bit your brother.

_____ f. You got a black and blue mark.

_____ g. Your sister got a small burn by touching the stove.

8) Show what you would do if your friend said, "I think I am going to faint."

9) Show what you would do if you are playing baseball and one of the girls gets a nose bleed.

10) On your way home from school, your friend is bitten by a dog. Show what you should do.

Strand IV

ADULT LIFE

1) A 16 year old girl finds out she is pregnant. She is trying to decide whether to keep the baby or give it up for adoption. What does she need to consider in order to make her decision?

Keeping the Baby

Giving the Baby up for adoption

2) The people across the hall in your apartment building borrowed 5 of your record albums. They have returned only 3 of them. You see one has a bad scratch. They come over again to borrow a few more. What do you do?

3) John notices he doesn't get to see his wife Mary except for 3 nights a week. He goes bowling 2 nights a week and Mary goes to dance class and night school. How could they schedule their evenings to spend more time together?

4) Everytime Mary's mother-in-law visits the apartment she tells Mary how to cook, clean her apartment and how to do the wash better. All of these are making Mary up tight. How can she deal with her mother-in-law?

5) What are these people doing?

6) What happens during intercourse? (sex)

7) What can be the results of intercourse?

8) How long does a baby take to develop in a woman's body?

9) What happens to a woman's body during the course of pregnancy?

10) How does a woman know she is pregnant?

11) How is an IUD used?

12) How and when are foams and creams used?

13) How and when is a diaphragm used?

14) Which birth control method is taken orally?
a. foam b. birth control pills c diaphragm

15) Which of these are birth control methods for a man?
a. vasectomy b. birth control pills c. condom

Explain

16) What are 3 things a pregnant woman should <u>not</u> do? and tell why.

1) _____

2) _____

3) _____

Strand V

HOME MANAGEMENT

You're having a friend stay with you for the day. In order to get ready you must do some planning.

A. You must decide what to make for meals.

B. You must make up a shopping list.

1-3

Breakfast	Lunch	Dinner

4) Shopping list - remember to include the amount you will need.

Strand VI

CHILD CARE

	Infant	Toddler
List examples of foods	5)	6)
List examples of ways to entertain	7)	8)
List examples of things that they can do	9)	10)
List accepted discipline practices	11)	12)

13) Who should do the disciplining of a child?

14) If your going to spank a child on what part of the body do you spank him?

15) David was sitting watching T.V. His father called him to dinner. David did not come. What should David's father do?

Teri was fooling around at the dinner table. Teri's mother screamed, "Teri, leave your brother alone!" Teri continued fooling around.

Her mother yelled again "Teri, I told you to leave your brother alone!"

Teri spilled her brothers milk. Her mother slapped her across her face and told her to go to her room without dinner.

16) What did Teri's mother do wrong?

17) What should Teri's mother have done?

18) Put an X next to the symptoms of illness in a child.

____	running nose	____	cranky
____	continued crying	____	pale skin color
____	hot forehead	____	diarreah
____	cold forehead	____	rash
____	vomiting	____	sleepy
____	shortness of breath	____	clammy skin
____	pulling on the ear		

21) What things should be done to a home in order to child proof it?

1. _____
2. _____
3. _____
4. _____

22) About what time should a toddler go to bed? _____

23) When and why should a toddler have a nap.?

Strand VII

MONEY MANAGEMENT

Debbie has been working at SCM. Below is her time sheet. She earns $3.50 per hour. She needs to figure out her wages for this week in order to set up a budget.

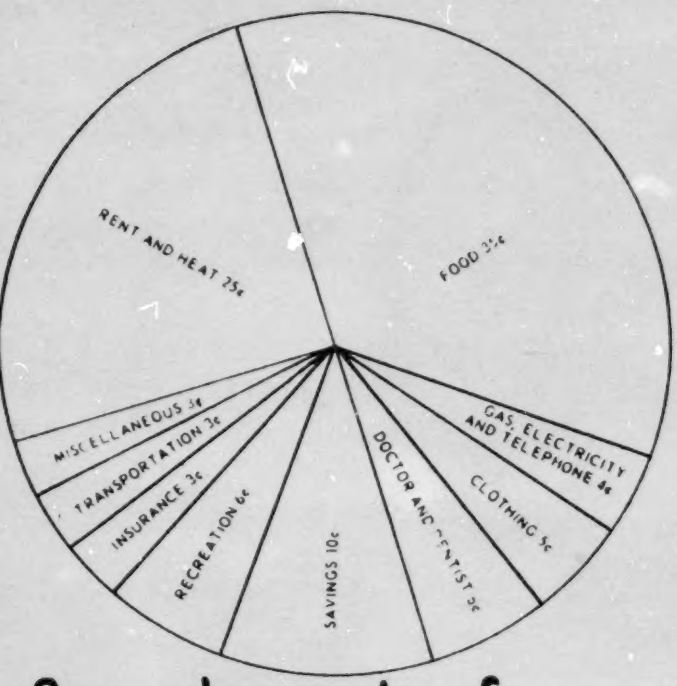
Day	Time In	Time Out	Time In	Time Out	Hours
Monday	—	—	4:00 P.M.	6:30 P.M.	_____
Tuesday	—	—	4:30 P.M.	6:00 P.M.	_____
Wednesday	—	—	4:00 P.M.	5:30 P.M.	_____
Thursday	—	—	3:30 P.M.	4:00 P.M.	_____
Friday	—	—	4:30 P.M.	6:00 P.M.	_____
Saturday	10:00 A.M.	12:30 P.M.	1:30 P.M.	3:00 P.M.	_____
				Total hours	_____

16) Write on her time sheet the number of hours she worked each day.
Then write on her time sheet the total number of hours she worked that week.

17) Knowing her total hours, how much did Debbie earn in one week?

_____

Using the picture here, answer the questions on this page.



Amounts out of $1.00 (%)

18) What do adults spend most of their money on?

a. _____

b. _____

19) If an adult makes $100 per week, how much does he spend for each of these items:

a. rent _____

b. food _____

c. gas, etc. _____

20) Add up the amounts above spent each week. Is it

a. $ .70
b $ .64
c. $64.00
d. $72.00

21) If an adult spends $25.00 per week on rent and heat, how much does he spend in one month (four weeks)?

a. $1000.00
b. $2500.00
c. $250.00
d. $100.00

ans. _____

22) Using the circle graph from questions 18-21 make a weekly budget for an adult earning $150.00 per week. (Budget only for absolutes).

Items Budgeted	Amount

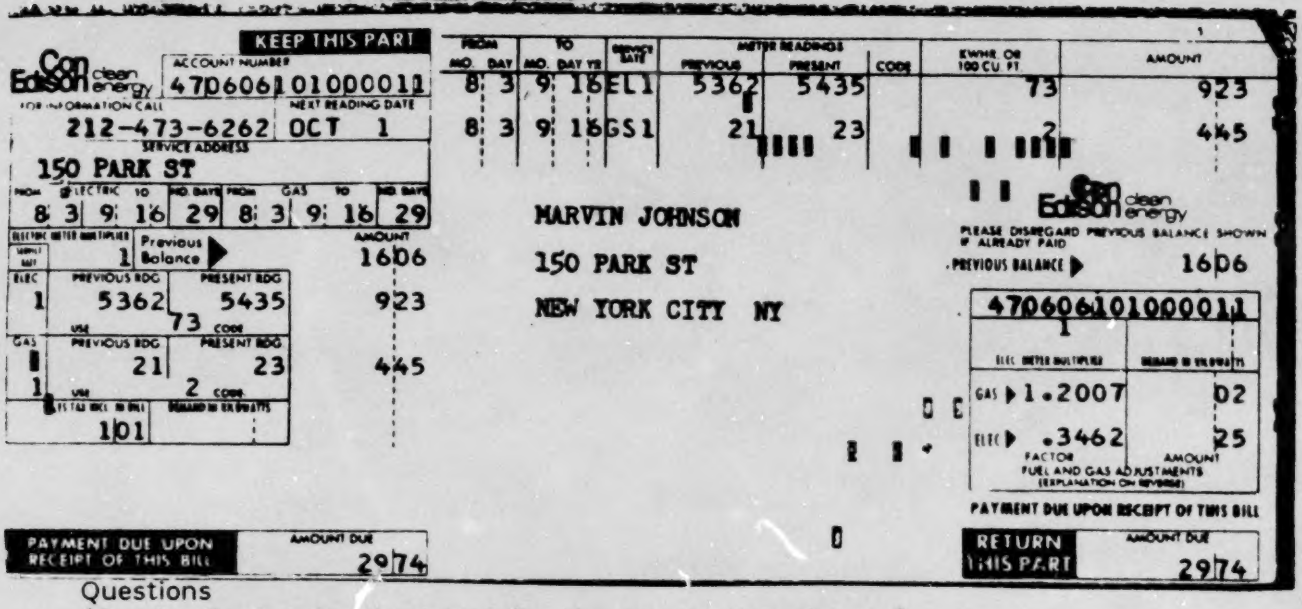
Budget Total _____

Earnings $150.00

Minus Budget _____

Extra Money _____

Use this bill to answer these questions.



KEEP THIS PART

Con Edison clean energy

ACCOUNT NUMBER 47060610100001 1

FOR INFORMATION CALL 212-473-6262

NEXT READING DATE OCT 1

SERVICE ADDRESS 150 PARK ST

FROM	ELECTRIC TO	NO. DAYS	FROM	GAS TO	NO. DAYS
8 3	9 16	29	8 3	9 16	29

				AMOUNT
	Previous Balance			16 06
ELEC 1	PREVIOUS RDG 5362	PRESENT RDG 5435	USE 73	9 23
GAS 1	PREVIOUS RDG 21	PRESENT RDG 23	USE 2	4 45
	STATE TAX INCL IN BILL 1 01			

FROM MO.	FROM DAY	TO MO.	TO DAY	TO YR	METER READING DATE	METER READINGS PREVIOUS	METER READINGS PRESENT	CODE	KWHR OR 100 CU FT	AMOUNT
8	3	9	16		EL1	5362	5435		73	923
8	3	9	16		GS1	21	23		2	445

MARVIN JOHNSON
150 PARK ST
NEW YORK CITY NY

Con Edison clean energy

PLEASE DISREGARD PREVIOUS BALANCE SHOWN IF ALREADY PAID

PREVIOUS BALANCE ▶ 16 06

47060610100001 1

	ELEC METER MULTIPLIER	REGARD IN KWHR/CU FT
GAS ▶	1.2007	02
ELEC ▶	.3462	25
	FACTOR	AMOUNT

FUEL AND GAS ADJUSTMENTS (EXPLANATION ON REVERSE)

PAYMENT DUE UPON RECEIPT OF THIS BILL

PAYMENT DUE UPON RECEIPT OF THIS BILL — AMOUNT DUE 29 74

RETURN THIS PART — AMOUNT DUE 29 74

Questions
(On the line, write the letter for the answer you choose.)

23) This bill covers the use of gas and electricity from: _____
a. Aug. 8 to Oct. 16
b. Aug. 3 to Sept. 1
c. Mar. 8 to Oct. 1

24) What is the total amount of this bill? _____
a. $16.06 b. $9.23 c. $29.74

25) How much of the total bill is last month's bill? _____
a. $9.23 b. $4.45 c. $16.06

26) What amount of this bill is for gas? _____
a. $9.23 b. $4.45 c. $16.06

27) How many kilowatt hours of electricity were used for the period on the bill? _____
a. 923 b. 73 c. 23

28) The amount of sales tax included in this bill is: _____
a. $10 b. $1.01 c. $1.10

29) If you paid your previous bill the day before you received this bill, you should: _____
a. disregard the total bill.
b. not pay next month's bill.
c. subtract the previous balance and pay the remaining bill.

30) Write the account number for this bill in the spaces below.

KEEP THIS PART

Con Edison clean energy

ACCOUNT NUMBER

FOR INFORMATION CALL 212-473-6262

NEXT READING DATE OCT 1

SERVICE ADDRESS 150 PARK ST

FROM	ELECTRIC TO	NO. DAYS	FROM	GAS TO	NO. DAYS
8 3	9 16	29	8 3	9 16	29

Use this bill to answer the following questions.

Check No. 9532 **Ken's**

Waiter 5

1	Chicken / FF	2.95
1	Fish / salad	3.55
2	Drinks	.60
2	Desserts	1.20
	Total	$8.30
	Tax	.41
	total	$8.71

31) Where did this bill come from?

_____

32) How much do you owe?

_____

Use this bill to answer the following questions:

S & M Service Station
EXPERT REPAIRS
ROUTE 2 MAPLEWOOD 800-0006

Lic. No. LCD-402 No. 32319 Date _____

PARTS		REPAIR ORDER — WORK PERFORMED	
Bulb for brake light	1.45	Oil Change and Filter	$14.95

I hereby authorize the above repair work to be done along with necessary materials. You and your employees may operate above vehicle for purposes of testing, inspection or delivery at my risk. An express mechanic's lien is acknowledged on above vehicle to secure the amount of repairs thereto.
It is understood that this company assumes no responsibility for loss or damage by theft or fire to vehicles placed with them for storage, sale, repair or while road testing.
SIGNED Stan Fox

LUBRICATION		LABOR	included
4 QTS OIL @ $.98	3.92	PARTS	1.45
		OUTSIDE REPAIRS	—
TOTAL		LUBRICATION, OIL, ETC	3.92
PAYMENT		SUBTOTAL	$20.32
CASH ☐		SALES TAX	.82
CHECK ☐		GASOLINE	—
CHARGE ☐		TOTAL AMOUNT	21.14
OK'D BY _____			

COMMENTS

WORK DONE BY Cory

THANK YOU!

33) Where did this bill come from?

_____

34) How much do you owe?

_____

Use this bill to answer the following questions:

783 94 1200

ROSA FERNANDEZ

05 306 12
G. HENRY'S RESTAURANT

UNIVERSAL CREDIT CARD

DATE 6/17	AUTHORIZATION NO	IDENTIFICATION	CLERK	REG. DEPT	☐ TAKE ☐ SEND
QTY	DESCRIPTION			AMOUNT	
8	Dinners			$ 87.80	
The issuer of the card identified on this form is authorized to pay the amount shown as TOTAL upon proper presentation. I promise to pay such TOTAL together with any other charges due thereon, subject to and in accordance with the agreement governing the use of such card.			TAX	4 39	
Rosa Fernandez CUSTOMER SIGNATURE			TIP	13 17	
			TOTAL	105 36	

SALES SLIP

35) Where did this bill come from?

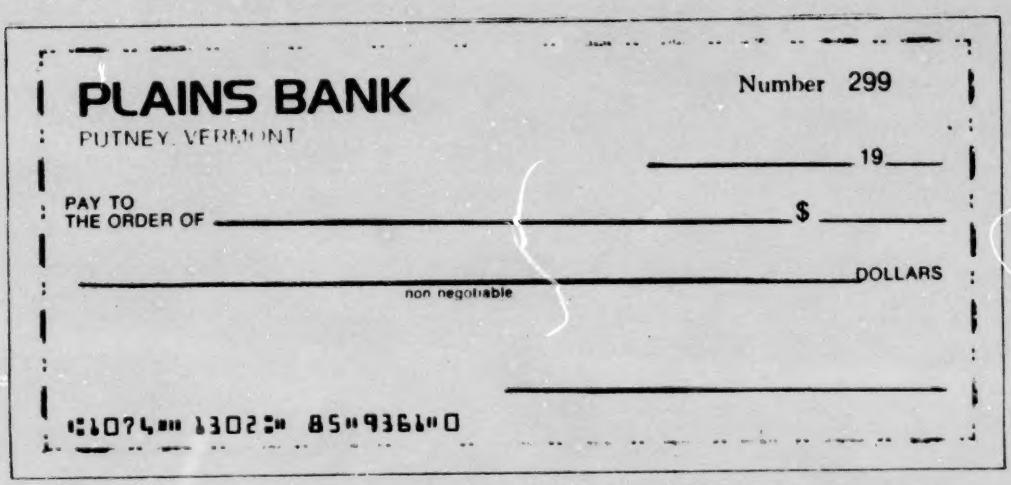
_____

36) How much do you owe?

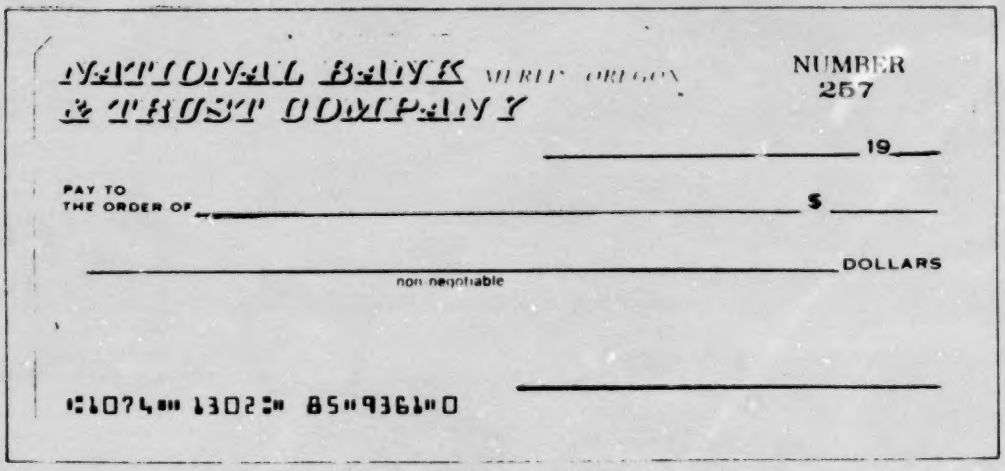
_____

Make out the checks here for the amounts shown. Use today's date and your your own signature.

37) To Hammer & Son Hardware for $11.50.



38) To Cyclops TV Repair for $23.07.



Make a record of these checks and deposits in the checkbook ledger below. Write in all the information shown. Figure the Balance Brought Forward after each check or deposit.

39) a. Check Number 238. July 9. To Circle Meat Packing Company. For smoked ham. $7.74.

b. Deposit. July 11. $35.75.

c. Check Number 239. July 12. To Rimbaud Florist. For house plant. $4.96.

d. Check Number 240. July 13. To Carl Leoni Insurance. For automobile insurance. $62.80.

e. Check Number 241. July 15. To Caprini's Cheese House. For cheese. $5.87.

f. Check Number 242. July 20. To Swartz Paint Store. For paint. $12.04.

g. Deposit. July 25. $25.00.

h. Check Number 243. July 30. To Sitter's Furniture Mart. For chair. $26.15.

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT

NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT (-)	✓	FEE (IF ANY)	DEPOSIT/CREDIT (+)	BALANCE $ 84 30

40) What is a bank statement?

41) Using this bank statement
a. How much do you have in the account? _____

b. How much did the bank charge you for their services? _____

IN ACCOUNT WITH

The NATIONAL STATE BANK

ELIZABETH, NEW JERSEY 07207

MERGER OFFICE

MR, RAYMOND PIESLAK OR
MRS, MARY M, PIESLAK
6 WAKEFIELD DRIVE
TRENTON NEW JERSEY 08628

ACCOUNT NUMBER	978-800-369
DATE THIS STATEMENT	06/26/—
PAGE NUMBER	1
PRIOR STATEMENT DATE	06/05/72
PRIOR STATEMENT BALANCE	111744

CHECKS	CHECKS		DEPOSITS	DATE	BALANCE
110.52		.10		06/06	.82
			703.15	06/08	703.97
92.45		.10		06/15	611.42
			407.90	06/16	1,019.32
95.00		.10		06/19	924.22
121.88		.10		06/20	802.24
4.53	150.00	.20			
15.75	23.00	.20		06/23	610.56
21.12	47.35	.20			
131.00	30.49	.20			
5.00	10.31	.20		06/26	398.69

111.44	+ 1,111.05	− 863.80	− .50	= 388.19

ACTIVITY FOR STATEMENT PERIOD

PLEASE DEDUCT THIS AMOUNT IF ANY FROM YOUR CHECK BOOK BALANCE BEFORE RECONCILING YOUR ACCOUNT

14	2	

CODES

DC PAYROLL DEPOSIT
RC DEPOSITED CHECKS RETURNED
RS STOP PAYMENTS RETURNED
RT OTHER CHECKS RETURNED
SC SERVICE CHARGE

PLEASE EXAMINE THIS STATEMENT UPON RECEIPT AND REPORT AT ONCE IF YOU FIND ANY DIFFERENCE IF NO ERROR IS REPORTED IN TEN DAYS THE ACCOUNT WILL BE CONSIDERED CORRECT

SEE FORM FOR RECONCILING ON BACK

42) What is a canceled check?

43) What is an endorsed check?

44) Does the bank return your cancelled checks with your bank statement?

45) What should you do with the bank statement and canceled checks?

46) Using this form make a deposit of $23.52. Your account number is 555 - 03214 - 9.

WITHDRAWAL ◄ **SAVINGS** ► **DEPOSIT** 50-313 / 213

NAME _____

X___X_____X_

DATE _____ 19__ $ _____ AMOUNT WITHDRAWN

_____ DOLLARS

SIGN HERE _____ SIGNATURE OF ACCOUNT OWNER

FIRST NATIONAL BANK OF CORTLAND
65 Main St., Cortland, N.Y. 13045

CURRENCY	
COIN	
CHECKS LIST SINGLY	
TOTAL DEPOSIT	

⑆4213⑈0313⑆

ALL ITEMS ARE ACCEPTED SUBJECT TO OUR RULES AND REGULATIONS APPLICABLE TO THIS ACCOUNT

47) Using this form make a withdrawl of $15.00. Your account number is 555 - 03214 - 9.

WITHDRAWAL ◄ **SAVINGS** ► **DEPOSIT** 50-313 / 213

NAME _____

X___X_____X_

DATE _____ 19__ $ _____ AMOUNT WITHDRAWN

_____ DOLLARS

SIGN HERE _____ SIGNATURE OF ACCOUNT OWNER

FIRST NATIONAL BANK OF CORTLAND
65 Main St., Cortland, N.Y. 13045

CURRENCY	
COIN	
CHECKS LIST SINGLY	
TOTAL DEPOSIT	

⑆4213⑈0313⑆

ALL ITEMS ARE ACCEPTED SUBJECT TO OUR RULES AND REGULATIONS APPLICABLE TO THIS ACCOUNT

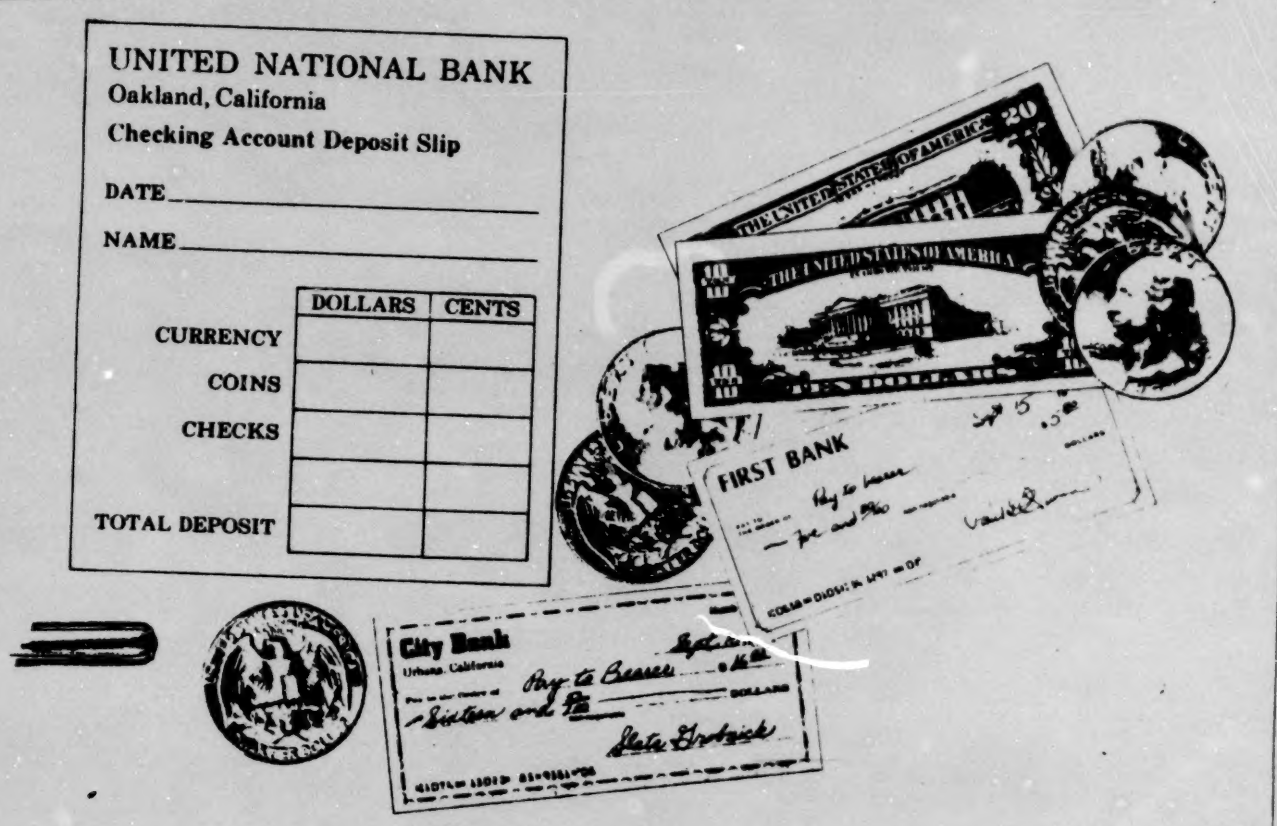
49) Make out the deposit slip below for the amount shown. Use today's date and your name.

UNITED NATIONAL BANK
Oakland, California
Checking Account Deposit Slip

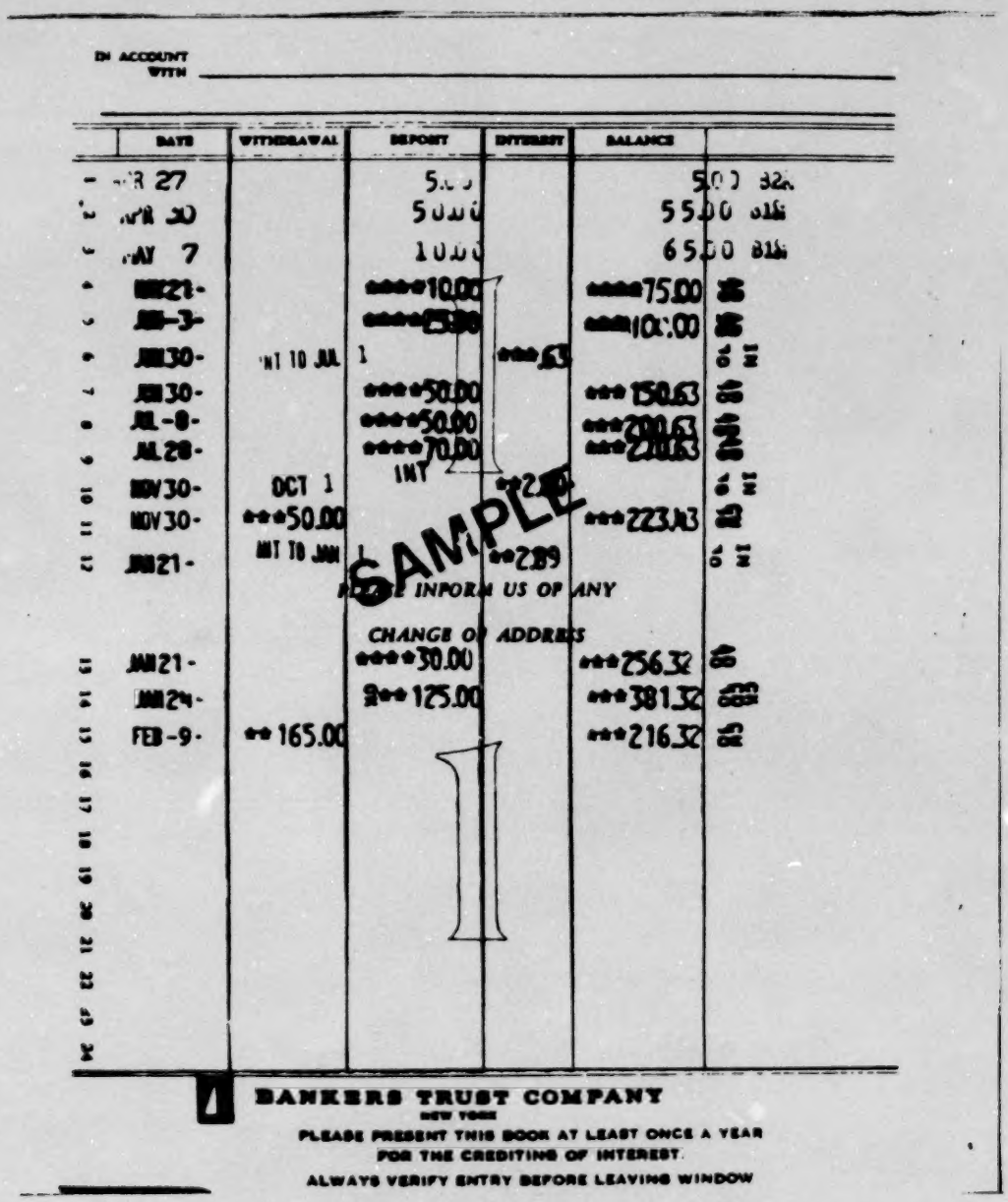
DATE _____

NAME _____

	DOLLARS	CENTS
CURRENCY		
COINS		
CHECKS		
TOTAL DEPOSIT		



Use this savings passbook to answer these questions.



50) What is the balance to date?

51) How much interest was added on January 21st?

You are buying a car for $800.00. The bank has asked you for a $100.00 downpayment.

52) How much of a loan must you take out?

Using this chart:

LOAN AGREEMENT

AMOUNT OF LOAN	24 MONTHLY PAYMENTS
$800	$43.33
750	40.83
700	38.30
650	35.73
600	33.13
550	30.47
500	27.81
450	25.15
400	22.49
350	19.82
300	17.13
250	14.43
200	11.69
150	8.86
100	5.90

53) How much will your monthly payment be?

54) For how many months will you have to pay this loan?

55) Where can you buy money orders?

56) When would you use a money order?

57) Why would you use a money order?

Using a sales tax chart figure out the tax for each amount: and your total cost.

Amount	58) Tax	59) Total Cost
12.50		
.50		
.04		
20.10		
37.61		

Strand VIII

LEISURE TIME

1) List 3 times when you have free time.

1. _____

2. _____

3. _____

2) You have a day and evening of free time. List 3 things you would enjoy doing by yourself that does not need money.

1. _____

2. _____

3. _____

3) List 3 things you would enjoy doing by yourself which does need money.

1. _____

2. _____

3. _____

4) List 3 things you and your friend would enjoy doing that need money.

1. _____

2. _____

3. _____

5) A good friend is going to be in your town on your day off from work. List 3 things you could do without money.

1. _____

2. _____

3. _____

Write the letter of the place you can do an activity after the activity named. Remember you can go many places to do the same activity.

Examples:

example: camping d,s

6) Swimming _____
7) Running _____
8) Bowling _____
9) Dancing _____
10) Fishing _____
11) Walking _____
12) Baseball _____
13) Snowmobiling _____
14) Sledding _____
15) Horseback Riding _____
16) Roller Skating _____
17) Ice Skating _____
18) Riding rides _____
19) Picnicing _____
20) Window Shopping _____
21) Seeing Movies _____
22) Riding Bicycles _____
23) Play Pool _____
24) Play Pinball _____
25) Reading _____

a. School
b. Roads outside of town
c. YMCA
d. State Park
e. Little York Lake
f. Party
g. Suggett Park
h. Pyramid Mall
i. Cinema Theaters
j. Little York Park
k. Homer Green
l. Paduan Youth Center
m. YWCA
n. Recreation Alleys
o. Tioughnioga River
p. Town Park
q. Cortlandville Mall
r. Briggs Pool
s. A Friend's Farm
t. Salvation Army
u. Holiday Inn
v. Yaman Park
w. Cortland County Fair
x. Your Town
y. Cort-Lanes
z. Riding Stables

Strand IX

CITIZENSHIP

1) Who is the President of the United States?

_____

2) Who is the governor of our state?

_____

3) What is the name of our state?

_____

4) What country do you live in?

_____

5) What city or town do you live in?

_____

6) What is the capital of our state?

_____

7. What is the capital of the United States?

_____

The sentences on the left are not finished. On the right are some endings for the sentences. There are two endings for each sentence. One ending is the right answer. The other ending is not right. Draw a line to the ending that finishes the sentence best.

8)	The police can accuse a person	only if they have good reason. for any reason at all.
9)	A grand jury decides if a person	should be accused or not. is guilty or not.
10)	Everything a grand jury is told	is printed in the newspaper. is kept quiet.
11)	An accused person has	the right not to say anything. to answer all questions.
12)	At the end of his trial an accused person	may be found not guilty. is always put in jail.
13)	A person can be accused of the same thing	again and again. only once.

Here are two stories about the right to petition. Read each story. Then answer the questions about the stories. Answer each question YES or NO by making an X in the right box. Explain your answer.

There was no stop light at the corner of Lee and Main streets. Because of this, people had a hard time crossing the street. Mr. Larsen had a meeting in his home. He asked all the people who lived near the corner to come. After talking a while, they made a petition. The petition asked the city government to put a stop light on the corner. Almost 100 people signed the petition. The next day, Mr. Larsen gave the petition to a city official. Two weeks after this, the city put a stop light on the corner.

14) What if just Mr. Larsen had asked for a stop light? Do you think the government would have done as he asked? Explanation: YES NO

15) What if the city had not put a stop light on the corner? Would the people have the right to petition again? Explanation: YES NO

Each year more and more airplanes used Springtown Airport. City officials decided that the airport should be made bigger. But Mrs. Lee, who lived near the airport, was not happy. "The airplanes make too much noise now," she said. "A bigger airport will mean more airplanes - and more noise." Others who lived near the airport felt the same way.

The people decided to petition the city not to make the airport bigger. They went to City Hall and talked to a city official. They also gave him a written petition. The official listened to what the people had to say. But he could not help them. "We know a bigger airport will mean more noise," he said. "But we can not keep airplanes from coming to Springtown. And they must have room to land".

16) Does the government always make a change because of a petition? YES NO

Explanation:

The following story has to do with a person's rights under the Sixth Amendment. Read the story. Then answer the questions. Explain your answer.

Late one night someone set fire to Karlov's Drug Store. The night before someone had set fire to Rossi's Fruit Store, down the street. The police did not know who had set the first fire. But Mr. Karlov had seen a man running from his store just before the fire. Mr. Karlov told the police that the man he saw was Mick Parsons. "I did not do it," Mick said. "I was with my friend Ted that night. He can tell you I did not set the fire." But a grand jury decided there was good reason to accuse Mick. Mick had never been accused of anything serious before. He did not know what to do next. He had no money for a lawyer.

YES NO

17) Did Mick have the right to a jury trial?
Explanation:

18) Even if Mick had no money, would he have a lawyer to help him?
Explanation:

19) At the trial, could the government also accuse Mick of setting fire to Rossi's Fruit store?
Explanation:

20) Suppose Mick's friend Ted did not want to come to the trial. Could the government make him come?
Explanation:

But like any of our freedoms, freedom of speech should be used wisely. Americans have a responsibility to use their freedoms wisely. Freedom of speech give each American the right to say what he pleases. But a person has no right to tell lies about other people. He has no right to say things he knows are not true. And he has no right to say things that might get people hurt.
To be a good American, each of us must use his freedoms wisely. We have a responsibility to do this.

Here are some stories about freedom of speech. Read each story. Then answer the question about it. Answer each question YES or NO by making an X in the right box. Explain your answer.

Janet and Barbara both worked in the same store. Janet did not like Barbara and was always trying to make trouble for her. One day Janet went to see the owner of the store. "Barbara has been stealing things from the store," she said. "You should fire her."
The owner found out that what Janet had said was not true. Barbara was angry when she heard what Janet had said about her. "You had better stop telling lies about me," Barbara said.
"I'll say anything I want to," answered Janet. "I have a right to say anything I please!"

YES NO

22) Did Janet have a right to say Barbara had been stealing things?
Explanation:

An election was coming up. Most of the people where Harry Mendoza worked were going to vote for Senator Rotanes. But Harry did not like Senator Rotanes. He was going to vote for John Otherman.
"I don't think Senator Rotanes is doing a good job," Harry said. "If you ask me, he is not working at all. I don't think he cares about the people. John Otherman is a much better man."
But no one agreed with Harry. "Senator Rotanes is a great man," one woman said. "You have no right to talk about him that way."

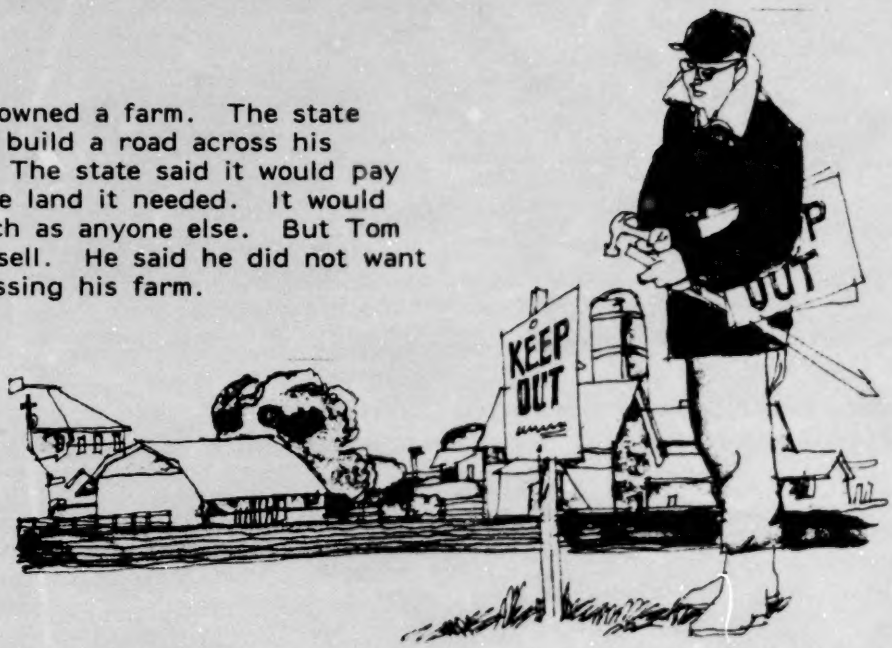
23) Harry did not think much of Senator Rotanes. Did he have a right to say what he believed? YES NO
Explanation:

The following stories have to do with the rights of property owners. Read each story. Then answer the questions. Explain your answer.

24) One day Mr. Baker got a letter from the city government. It said that the city wanted to buy his property. The city wanted to build a new school on the land. But Mr. Baker did not think the city government wanted to pay him enough. "I could sell my house and land for much more than this," he said. "The government can not take my property for so little money." He would not sell until the government gave him more money.

Did Mr. Baker have a right to ask for more money? YES NO
Explanation:

25) Tom Kelly owned a farm. The state planned to build a road across his property. The state said it would pay Tom for the land it needed. It would pay as much as anyone else. But Tom would not sell. He said he did not want a road crossing his farm.



Did Tom have a right not to sell? YES NO
Explanation:

26) Sarah looked out her kitchen window and saw Judy going out shopping.. Sarah could see that Judy had left her door open. "I wonder what kind of house Judy has," she said to herself. "I think I'll find out." Sarah walked over and went inside. She looked through Judy's clothes. She even tried on one of Judy's dresses. Then she found a box full of letters. She was reading one of the letters when Judy came back. Judy was surprised. "You have no right to be in my house," she told Sarah. "I could have you arrested for this." "But the door was open," Sarah answered. "And I did not take anything." "That does not matter," said Judy. "You are still breaking the law."

Was Judy right? Was Sarah breaking the law? YES NO
Explanation:

27) Ed Lopez and Harry Jackson were policemen. They were looking for a man who had been stealing things from cars. The policemen thought they knew who it was. But they were not sure. "Let's go into his house and look around," Officer Jackson said. "That is the best way to find out if he is the man we want." Officer Lopez did not agree. "We can not do that," he said. "We must get a warrant first."

Was Officer Lopez right? Did they need a warrant? YES NO
Explanation:

Answer each question YES or NO. Read the question. Then make an X in the right box.

28) Does everyone in the United States have to belong to the same religion? YES NO

29) Can a person stop going to one church and start going to a different one? YES NO

30) Some people do not believe in God. Does the First Amendment give them the right to do this? YES NO

31) Suppose all the people in your town belonged to the same religion. Would you have a right to belong to a different religion? YES NO

32) Does the government have to treat all religions equally? YES NO

33) Could the American government start a state religion if it wanted to? YES NO

34) Rosco was out at the local bar and had too much to drink. While driving home he was stopped by New York State policeman and then arrested for DWI. Three years ago he had been arrested for the same thing in New York. What kind of charge will be brought against him?

35) What are the charges brought against you for the first arrest for DWI in New York State?

36) Give 3 different chemical tests the state requires you to take when arrested for DWI?

37) Name 3 ways to keep up to date on current events.

1. _____

2. _____

3. _____

Strand X

FUNCTIONAL READING

NOODLE CASSEROLE

6 oz. noodles
1 can tuna fish, 7 oz.
1 can sliced mushrooms, 4 oz.
2 tsp. salt
1 can cream of mushroom soup, 11 oz.
1 jar pimentos sliced, 4 oz.
1/2 cup evaporated milk

Cook noodles and salt in about 3 quarts of boiling water. Boil 6 minutes, stirring gently once or twice. Drain under cold running water to prevent sticking. Set aside. Put other ingredients in a bowl. Mix gently.

Place alternate layers of noodles and tuna mixture in a buttered casserole. Top with rolled potato chips or buttered cracker crumbs. Bake at 325° for 30 minutes. Serves 3 or 4.

1. How long are the noodles boiled? _____

2. What do you do to prevent noodles from sticking?

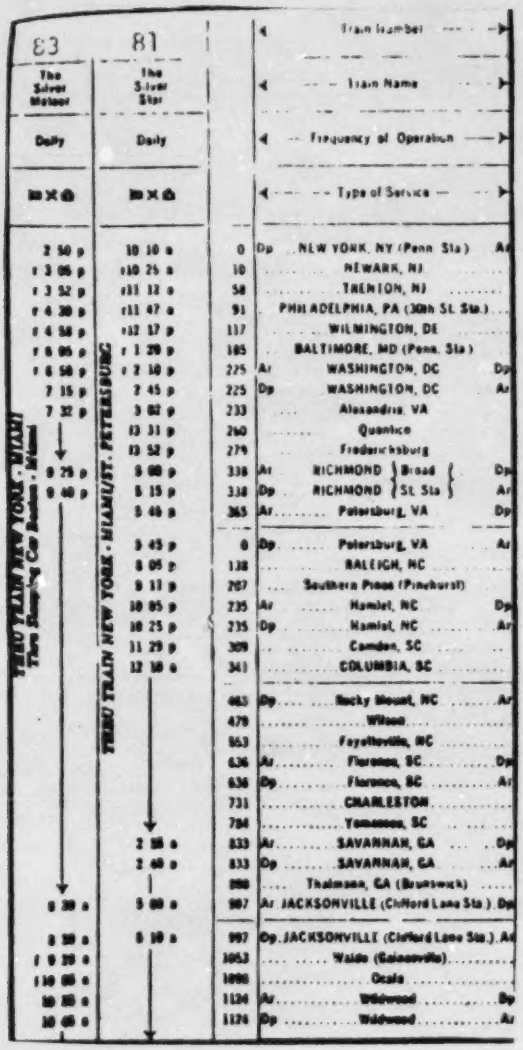
_____

3. What size can of tuna fish is used? _____

4. What is the oven setting? _____

5. How long do you bake the casserole? _____

Use the train schedule below to help Mary plan a trip from New York, N.Y. to Washington.



83	81			
			◄ Train Number ►	
The Silver Meteor	The Silver Star		◄ Train Name ►	
Daily	Daily		◄ Frequency of Operation ►	
			◄ Type of Service ►	
2 50 p	10 10 a	0	Dp NEW YORK, NY (Penn Sta)	Ar
r 3 05 p	r10 25 a	10	NEWARK, NJ	
r 3 52 p	r11 12 a	58	TRENTON, NJ	
r 4 30 p	r11 47 a	91	PHILADELPHIA, PA (30th St. Sta.)	
r 4 58 p	r12 17 p	117	WILMINGTON, DE	
r 6 05 p	r 1 29 p	185	BALTIMORE, MD (Penn. Sta.)	
r 6 58 p	r 2 10 p	225	Ar WASHINGTON, DC	Dp
7 15 p	2 45 p	225	Dp WASHINGTON, DC	Ar
7 32 p	3 02 p	233	Alexandria, VA	
	r3 31 p	260	Quantico	
	r3 52 p	279	Fredericksburg	
9 25 p	5 00 p	338	Ar RICHMOND (Broad St. Sta)	Dp
9 40 p	5 15 p	338	Dp RICHMOND (Broad St. Sta)	Ar
	5 46 p	365	Ar Petersburg, VA	Dp
	5 45 p	0	Dp Petersburg, VA	Ar
	8 05 p	138	RALEIGH, NC	
	9 11 p	207	Southern Pines (Pinehurst)	
	10 05 p	235	Ar Hamlet, NC	Dp
	10 25 p	235	Dp Hamlet, NC	Ar
	11 29 p	309	Camden, SC	
	12 10 a	341	COLUMBIA, SC	
		463	Dp Rocky Mount, NC	Ar
		479	Wilson	
		553	Fayetteville, NC	
		636	Ar Florence, SC	Dp
		636	Dp Florence, SC	Ar
		731	CHARLESTON	
		784	Yemassee, SC	
	2 55 a	833	Ar SAVANNAH, GA	Dp
	3 40 a	833	Dp SAVANNAH, GA	Ar
		888	Thalmann, GA (Brunswick)	
8 30 a	5 00 a	987	Ar JACKSONVILLE (Clifford Lane Sta.)	Dp
8 30 a	5 10 a	997	Dp JACKSONVILLE (Clifford Lane Sta.)	Ar
r 9 20 a		1053	Waldo (Gainesville)	
r10 05 a		1098	Ocala	
10 35 a		1134	Ar Wildwood	Dp
10 45 a		1174	Dp Wildwood	Ar

6) Mary wants to leave New York around 3:00 on Monday afternoon. Is there a train leaving at that time?

7) What train number would she take? _____

8) What is the name of the train? _____

9) What time would she arrive in Washington, D.C.? _____

Use this TV schedule to answer the questions in this section:

—TV Highlights—

VIEWERS: For complete details on the programming listed below see Saturday's "Intermission."

8:00 P.M. (Ch. 3) Real People — (Repeat; 60 min.)
(Ch. 7) Christian Broadcasting Network — "National Geographic Special" & "CBN Update News" — (60 min.)
(Ch. 5) Mr. Merlin — (Repeat) — NOTE: Last show of the series.
(Ch. 12) WTBS From Atlanta — Baseball: (Joined In Progress): Montreal Expos at Atlanta Braves. NOTE: The game started at 7:35 p.m.
(Ch. 3) Cable Satellite Public Affairs Network — (C-Span) — (Joined In Progress) — "Today's House Floor Debate" — (Taped; 60 min.) or Black Entertainment Network — The Family Hour: "South By Northwest/Gettin Over" — (60 min.)
(Ch. 4) The Greatest American Hero — (Repeat; 60 min.)
(Ch. 8) The Undersea World Of Jacques Cousteau — (60 min.)
(Ch. 13) American Odyssey — (Documentary) — (Repeat; 60 min.)
8:30 P.M. (Ch. 5) Movie — (Comedy Drama): "A Piece Of The Action." — (Repeat; 2 hrs., 30 min.)
9:00 P.M. (Ch. 3) The Facts Of Life — (Repeat)
(Ch. 7) Christian Broadcasting Network — "700 Club" & "CBN Update News" — (90 min.)
(Ch. 4) The Fall Guy — (Repeat; 60 min.) — NOTE: According to Sammons' policy this program should be kept on.
(Ch. 9) Movie — (Crime Drama): "Dan August — The Trouble With Women." — (2 hrs.)
(Ch. 8) American Odyssey — (60 min.)
(Ch. 13) Election '82 — Political Debate — (Democrat) — (60 min.)
9:30 P.M. (Ch. 3) Love, Sidney — (Repeat)
10:00 P.M. (Ch. 3) Quincy — (Repeat; 60 min.)
(Ch. 4) Dynasty — (Repeat; 60 min.) — NOTE: This program should be shown, depending on Sammons' pick up.
(Ch. 8) Election '82 — Gubernatorial Debate — (Democratic)

10) What channel is showing a movie at 9:00? _____

11) When is Mr. Merlin being shown? _____

12) What channel is it on? _____

Channel 5 is showing a movie, "A Piece of the Action".

13) What time does it start? _____

14) How long does it last? _____

15) What show can be seen on Channel 3 at 9:00?

_____

Use this Movie Schedule to answer the questions in this section:

16) It is Monday night. You want to go to a movie, but you only have $2.00. Which movie theater could you go to?

_____

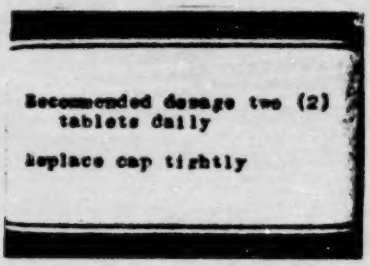
17) What theater is showing a double feature?

_____

18) What time is the first showing of E.T.?

_____

19) What is the recommended dosage for this medicine?



This label is found on one of your shirts. Read it carefully.

50% Cotton
50% Dacron

Machine washable
Easy to clean
Form fitting
Color fast

Directions for care

Machine wash in warm water using mild soap. Drip dry on a plastic hanger.
For touch-up pressing use a steam iron at the synthetic setting.

Fabric made by
NEWCLOTH INDUSTRIES

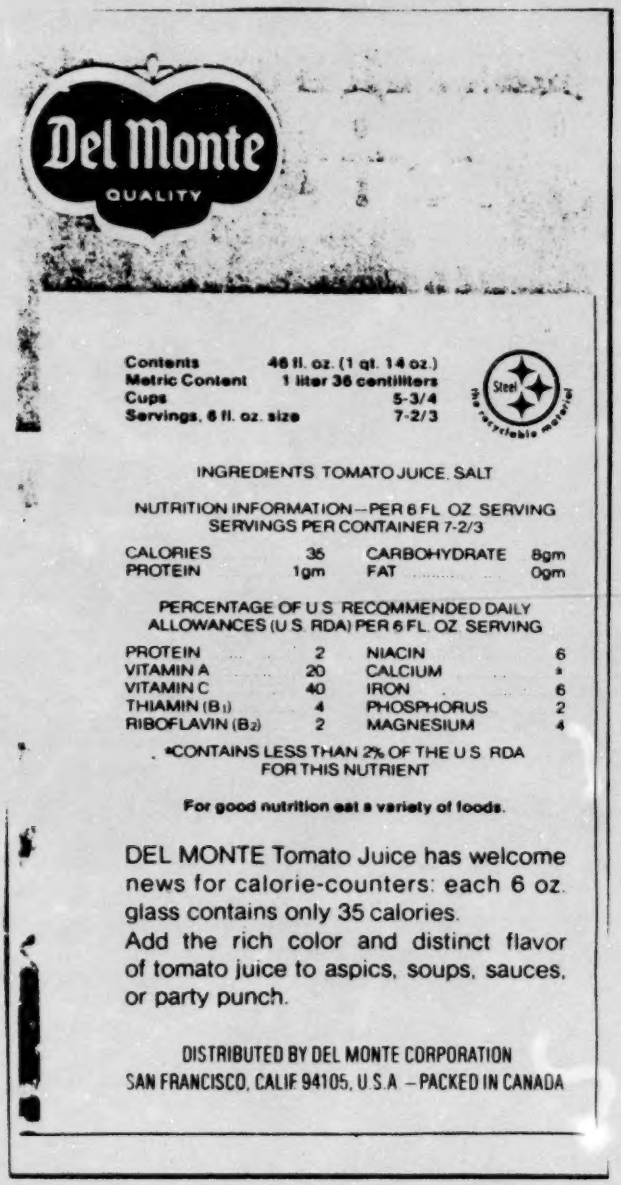
20) What information do you find on this label.

21) Is this shirt machine washable?

22) How should it be dried?

a. in the dryer.
b. on a plastic hanger.
c. It does not matter.

Here is the label from Del Monti Tomato Juice. Use the information to answer the questions below.



Del Monte
QUALITY

Contents	46 fl. oz. (1 qt. 14 oz.)
Metric Content	1 liter 36 centiliters
Cups	5-3/4
Servings, 6 fl. oz. size	7-2/3

Steel — the recyclable material

INGREDIENTS TOMATO JUICE, SALT

NUTRITION INFORMATION—PER 6 FL OZ SERVING
SERVINGS PER CONTAINER 7-2/3

CALORIES	35	CARBOHYDRATE	8gm
PROTEIN	1gm	FAT	0gm

PERCENTAGE OF U S RECOMMENDED DAILY ALLOWANCES (U S RDA) PER 6 FL OZ SERVING

PROTEIN	2	NIACIN	6
VITAMIN A	20	CALCIUM	*
VITAMIN C	40	IRON	6
THIAMIN (B_1)	4	PHOSPHORUS	2
RIBOFLAVIN (B_2)	2	MAGNESIUM	4

*CONTAINS LESS THAN 2% OF THE U S RDA FOR THIS NUTRIENT

For good nutrition eat a variety of foods.

DEL MONTE Tomato Juice has welcome news for calorie-counters: each 6 oz. glass contains only 35 calories.
Add the rich color and distinct flavor of tomato juice to aspics, soups, sauces, or party punch.

DISTRIBUTED BY DEL MONTE CORPORATION
SAN FRANCISCO, CALIF 94105, U.S.A. — PACKED IN CANADA

23) How many servings are in this can? _____

24) How large is each serving? _____

25) What can tomato juice be used for?

_____

_____

Questions 26-32

Read each of these signs to your teacher.

Read the following newspaper article to answer the questions below.

3 Days Set for New Students to Register

Registration for all students in grades 7 - 12 new to the Cortland district who will be entering the Cortland Junior-Senior High School should register on Aug. 31, Sept. 1 or Sept. 2.

A parent or guardian is asked to accompany the students.

Guidance personnel will be available in the school guidance office from 8 a.m. to noon and from 1 to 3 p.m. on these three days to meet with the students and their parents.

Information for registration that should be brought includes name and address of last school attended; proof of age if available; immunization record against diphtheria, polio, mumps, rubella and measles; address and telephone numbers, including an emergency telephone number; latest report card from the previous school; and any other information that would be hlepful.

Incoming seventh graders from the Cortland elementary schools and the Campus School have been preregistered and do not need to come in for registration at this time.

33) On what day should new students report for registration at Cortland Junior-Senior High School?

34) What information should students bring with them?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

35) When will the guidance office be open? _____

Read this article to answer the questions below.

Loose Change Traps Suspect

BUFFALO, N.Y. (AP) — Two members of Buffalo's burglary task force said they became suspicious Sunday when a man fell off his bicycle in front of them and spilled $156 in coins, 97 packages of cigarettes, 1,033 lottery tickets, four bags of potato chips, and a flashlight.

The officers said their investigation showed that Egbert A. Bickley, 18, apparently took the items from a nearby tavern. They charged him with burglary and petit larceny.

"Probably the excess weight caused him to fall off his bicycle," said one of the officers, Detective Thomas Fay.

36) Where did the burglary take place? _____

37) What charges were pressed?

_____

_____

_____

38) Who was one of the officers? _____

39) When did the man fall off his bicycle?

_____

Here are the directions for operating a coffee maker. Use this information to answer the questions below.

COFFEEMAKER

(Westbend Automatic Coffeemaker)

(1) Put filter paper into filter unit.

(2) Add 1 Tbl. coffee for each cup to be made.

(3) Put white cap on filter unit.

(4) Fill glass coffeepot with water to correct line.

(5) Pour water into top of machine. Use COLD water.

(6) Put filter unit on top of glass pot.

* (7) Turn machine on.

* Machine must be turned on LAST because HOT WATER comes through very, very quickly.

40) What do you do first?

41) Do you use hot water?

42) What do you do last?

Here is a chart of emergency treatments. Look up what you would do in each situation.

Substance	Emergency treatment
INSECTICIDES, POISON SUBSTANCES, PAINTS (Read labels for content)	
Arsenic	Give glass of milk immediately and induce vomiting. Then give activated charcoal (available from pharmacist).
DDT	Induce vomiting. Give 2 tablespoons epsom salts in 2 glasses water.
Lye	Do **not** induce vomiting. Give solution of vinegar (2 tablespoons vinegar in 2 glasses water). Next give 2 raw egg whites or 2 oz. olive oil.
Paint (dry)	Give milk or water. Induce vomiting.
Paint (liquid)	Give 2-3 glasses of milk or water. Do **not** induce vomiting.
COSMETICS Cologne or perfume Hand lotion Liquid makeup Skin lotion After-shave lotion	Give milk. Induce vomiting if large amounts ingested.
Deodorant	Give milk of magnesia. Induce vomiting.
Bubble bath liquid Hair rinse (conditioners) Shampoo	Give milk or water at once. Induce vomiting.
Nail polish and removers Lacquers Bath oil	Give milk. Induce vomiting.
Home permanent neutralizer Permanent wave solution	Give milk or water. Induce vomiting. Then give weak acid such as lemonade, citrus juice, diluted vinegar.
PLANTS **Any** plant is a potential poison.	Induce vomiting if convulsions not imminent. Give artificial respiration if necessary.

43) What should you do if the baby drinks the bubble bath?

_____

44) Should a person be made to vomit if he has swallowed:

dry paint? liquid paint?

home permanent? deodorant?

shampoo? hair rinse?

You just have rented your first apartment at Bella Casa. Here is a copy of your lease.

BELLA CASA APARTMENTS

TENANT AGREEMENT

For the benefit of all tenants the following regulations are offered by the management.

RENT - Rent is due on the 4th day of each month. If for any reason it is not possible to pay by this date, please contact the manager's office.

UTILITIES - Tenants are responsible for electricity and water bills.

DEPOSIT - A deposit of $75 is required to cover damage done by tenants. This deposit will be refunded when the apartment is vacated, minus charges for any damages to the apartment or its contents.

VACATING - If you wish to vacate at the expiration of your lease, the manager must be notified 30 days in advance. Failure to give 30 days notice or vacating before the expiration date of your lease will cause your deposit to be forfeited.

GARBAGE - 8 - 9 A.M. - Daily pick-up at rear doors of apartment (Sundays and holidays excepted).
Garbage must be placed in plastic bags. Other trash must be taken to Dempsey Dumpster at rear of complex.

PARKING - Parking area for each wing has one space for each apartment. See the manager for other parking desired. Parking stickers are to be placed on the lower right corner of the rear window of vehicle.

45) Who should you contact if you can not pay the rent by the 4th of the month?

46) Who pays electric and water bills?

47) If you want to move what must you do?

48) When is the garbage collected?

Here is an agreement for your new credit card with J.B. Ivey and Company. Use this information to help you answer the questions below.

AGREEMENT FOR CHARGE ACCOUNT WITH J. B. IVEY & COMPANY

I understand that I may pay the entire balance on my account before the next billing date as shown on my statement without incurring any FINANCE CHARGE.

Further, I understand that a FINANCE CHARGE may be added to my account if the entire balance under the heading " NEW BALANCE " is not paid before the next billing date as shown on my statement.
The amount of the monthly FINANCE CHARGE is computed by a single periodic rate of 1½ %, which is an ANNUAL PERCENTAGE RATE of 18 %, applied to the " PREVIOUS BALANCE " as shown on my statement before deducting Payments, Returns, or Other Credits during the billing cycle.

Should I fail to make the minimum monthly payments as specified above, at Ivey's option, the entire amount of my account may be declared due and payable. In the event of such default, I agree to pay all cost and expenses of collection including reasonable attorney's fees.

THE MINIMUM MONTHLY PAYMENTS REQUIRED ARE SHOWN BELOW:

NEW BALANCE	UNDER 10	10-100	101-150	151-200	201-250	251-300	OVER 300
MONTHLY PAYMENT	BALANCE	10	15	20	25	30	1/10 BALANCE

49) What does finance charge mean?

50) If you have a balance of $50 what will the monthly payment be?

51) What is the annual percentage rate?

Read this statement of employee sick leave.

Sick leave will be granted during a genuine illness of the employee or the serious illness of a member of him immediate family residing in Duval County. Up to three (3) days sick leave may be taken at the time of the death of a member of the immediate family as defined by Civil Service Board Rule 1(w) or as the same may be amended from time to time. For an absence of over four (4) days to be charged against sick leave, a certificate from a medical doctor will be required prior to the issuing of the employee's next payroll warrant. Sick leave will not be granted to perform the duties of a pallbearer.

52) When can you use a sick day?

A. Vacation
B. Acting as a pall bearer
C. Serious sickness of your child
D. Family reunion

One benefit you will get on your new job is insurance. Here is a copy of what coverage you will have.

RIVERTON HOSPITAL INSURANCE PLAN
Wildwood, Florida

Hospital

$50 per day for first 8 days
$25 per day for up to an additional 92 days

Surgical

Up to $500 if hospitalized
Up to $100 if hospitalization is not required.

Physician (when no surgery is required)

$15 per day in hospital

Private duty nurse when requested by physician

$10 per day in hospital

Hospital services requiring laboratory tests, x-rays, drugs, physical therapy, and dressings - paid in full during hospital confinement only.

Chemotherapy limit

$1000.

Mental disorders, drug addiction and alcoholism

$30 per day; limit 30 days

53) What kind of insurance is this?

_____

54. What hospital services are paid in full?

_____

ANT TRAPS

WARNING: HAZARDOUS IF SWALLOWED OR ABSORBED THROUGH THE SKIN. KEEP FROM CHILDREN AND DOMESTIC ANIMALS. Do not get on skin, in eyes or on clothing. Wash with soap and water after using and before eating and smoking. Place in areas inaccessible to children and pets.

ACTIVE INGREDIENTS: Decachlorooctahydro-1,3,4-metheno-2H-cyclobuta (cd) pentalen-2-one....0.125%
INERT INGREDIENTS .....99.875% Total 100.000%

NOTE: YOU WON'T FIND MANY DEAD ANTS AROUND AN ANT TRAP. THE ANTS THAT ENTER AND LEAVE THE TRAPS ARE WORKER ANTS. THEY CARRY THE FOOD BACK TO THE NESTS. MANY OF THE ANTS POISONED BY THE BAIT DIE IN THE NEST.

BOYLE-MIDWAY INC.
New York, N.Y. 10017

• ® 208,738 of related company Reg. Registration No. 475-82 Printed in U.S.A. 806 D 6

55) What does warning mean?

56) When would Black Flag Ant Traps be hazardous?

57) After using ant traps what should you do?

58) You stop at Quick-Chef for lunch. Decide what you want to eat and write it below.

QUICK-CHEF MENU

All prices include tax

Burgers	**85¢**
Hot dogs	**65¢**
Fish sandwich	**95¢**
Potatoes	**45¢**
Onion rings	**65¢**
Lemonade	**60¢**
Orange drink	**35¢**

59) What is included in the price?

Strand XI

FUNCTIONAL WRITING

1) Spell the numbers below correctly.

1.	16
2.	17
3.	18.
4.	19.
5.	20.
6.	30.
7.	40.
8.	50.
9.	60.
10.	70.
11.	80.
12.	90.
13.	100
14.	1,000
15.	

2) Address an envelope to the following place: 306 Maple Street, Miss Sally Smith, Cortland, NY 13045

3) You are to write an informal letter to your friend Sally inviting her to a party. Be sure to include all the information she will need.

4) You are going to write a business letter to Mr. Fred Jones, Assistant Supervisor at Pall Trinity Micro Corporation in Cortland, New York. You are interested in working on their maintenance staff.

Look up the following words in the dictionary. Copy definition #1 beside the word. Then use the word in a sentence.

5) detour -

6) include -

7) temperature -

Functional Writing Questions

8) Write the names of the days of the week below in order.

a. _____

b. _____

c. _____

d. _____

e. _____

f. _____

g. _____

9) Write the names of the months of the year in sequence.

a. _____ g. _____

b. _____ h. _____

c. _____ i. _____

d. _____ j. _____

e. _____ k. _____

f. _____ l. _____

10) Write the following dates in number form.

1) September 26, 1982 _____

2) April 19, 1983 _____

3) July 4, 1979 _____

11) Write the following dates in word form.

1) 1/6/82 _____

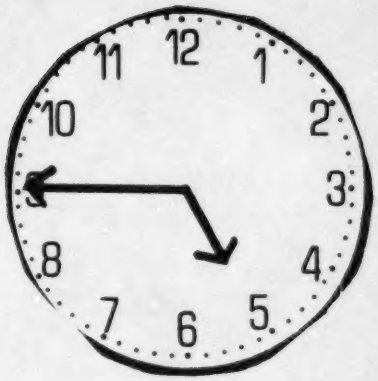
2) 5/10/80 _____

3) 12/8/83 _____

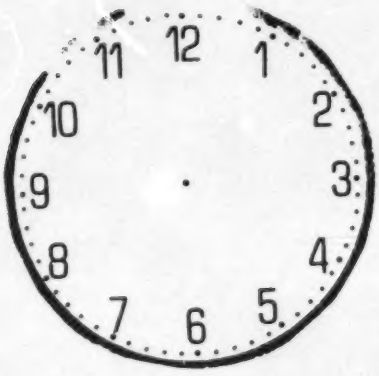
Strand XII

FUNCTIONAL MATH

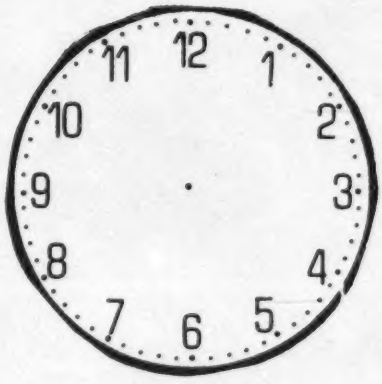
1) Write the time below the clock.



2) Under each clock you will see a time. Draw the hands on the clock to match the time.



7:15



11:45

3) You have a doctor's appointment at 11:00 A.M. It takes you 15 minutes to walk to his office. At what time will you have to leave your house?

_____

4) If the TV show M*A*S*H starts at 9:00 PM and lasts a half hour, what time will the show be over?

_____

5) You just put a pie in the oven at 4:15. The recipe tells you to bake it for 1 hour. At what time should you take the pie out of the oven?

_____

Solve the problems below using a calculator.

Add

6)a. 487 +833

692 +707

Subtract

7)b. 312 -26

6041 -398

8) Multiply

587 ×256

8391 ×87

9) Divide

$3\overline{)342}$

$2\overline{)648}$

Solve the problems below. Show your work.

10) Add

a. 29 +83

67 +27

11) Subtract

b. 51 -39

46 -18

12) Multiply

c. 75 ×6

34 ×8

13) Divide

d. $2\overline{)62}$

$2\overline{)48}$

14) If you want to measure your window for curtains, you would measure in

a. pounds b. gallons c. inches

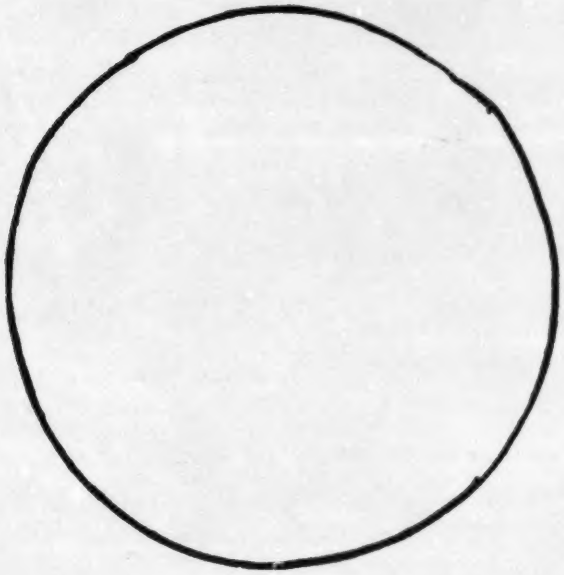
15) When you buy eggs you buy them by the

a. foot b. dozen c. pound

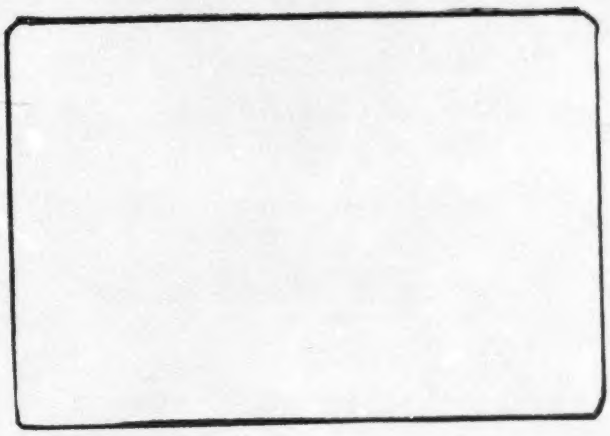
16) If you are planning a vacation to New York City you figure out the distance in

a. yards b. gallons c. miles

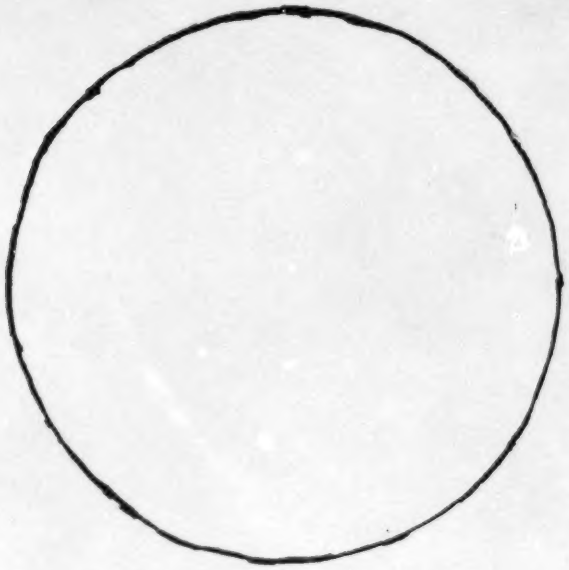
17) Divide the circle into approximately equal halves.



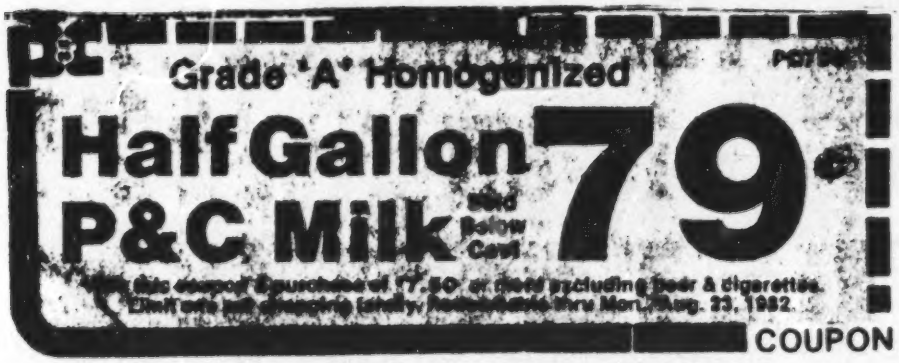
18) Divide the box into approximately thirds



19) Divide the circle into approximately equal quarters



Using the coupon, answer the following questions.



20) At what grocery store can this coupon be used?

_____

When is the coupon no longer any good?

_____

21) How much milk will this coupon buy?

_____

22) If the milk normally costs $1.05 how much money will you save by using this coupon?

_____

Use the grocery ad to answer the questions below.

23) What is the price of 1lb 6 oz. bag of Dad's Cat Food? _____

24) What size can of Doles Pineapple can you buy for 39¢ _____

25) How many bottles of Rolling Rock Beer will you buy for $1.89.

_____

Use the grocery bill to answer the following questions.

PAUL'S FOOD MART

08/07/82

DAIRY	1.93 J
GROCERY	1.05 J
GROCERY	1.89 J
FROZEN	2.19 J
MEAT	4.20 J
MEAT	4.00 J
GROCERY	.85 J
GROCERY	.85 J
GROCERY	1.09 J
GROCERY	1.00 J
FROZEN	1.09 H
GROCERY	.39 J
GROCERY	.57 J
FROZEN	1.69 J
TAX	.08
TOTAL	22.87
CHECK	22.87

ITEMS 14

THANK YOU
#19864 C009 R01 T14:02

26) You have bought a gallon of milk. How much did the milk cost? _____

27) How much did this person spend on frozen food? _____

28) What was the total bill? _____

29) How much tax was charged on this bill? _____

30) List the 4 different types of items bought on this bill.

a. _____

b. _____

c. _____

d. _____

31) What day were the groceries bought?

_____

32) Since it's about 30 miles from Cortland to Syracuse how long would it take to drive there?

33) If you wanted to make yourself a piece of toast, about how long would it take in the toaster?

34) If tomatoes cost 49¢ a pound about how much would it cost to buy 3 lbs.?

35) The use of a washer is 75¢. The use of a dryer is 25¢. You have 2 loads of wash to do. About how much will it cost you to do your wash?

_____ _____

36) About how many miles is it from Cortland to the town of Solon traveling on Route 41?

Answer these questions using this calendar.

1976

S	M	T	W	T	F	S
JANUARY						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
FEBRUARY						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29						
MARCH						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
APRIL						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
MAY						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
JUNE						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

S	M	T	W	T	F	S
JULY						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
AUGUST						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
SEPTEMBER						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
OCTOBER					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
NOVEMBER						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
DECEMBER						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

37) How many days are in a week?

_____

38) What is the date of the first Wednesday in February.

_____

39) Circle your birthday on the calendar.

40) You get paid every 2 weeks. You got paid Oct. 7. What day will you get paid next?

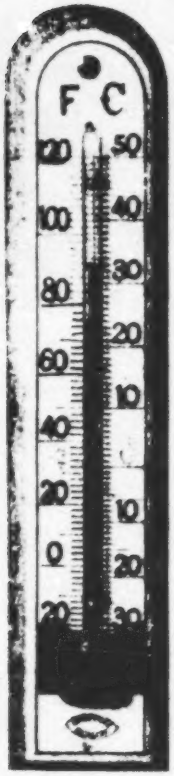
_____

Using this thermometer answer the questions below.

41) What is the temperature in Fahrenheit?

42) What is the temperature in Centigrade?

Fahrenheit (F)



Centigrade (C)

43) If this were the temperature outside which of the following clothes could you wear?

_____	wool hat	_____	boots
_____	sun hat	_____	shorts
_____	sun glasses	_____	sleeveless shirt
_____	long pants	_____	sweater
_____	bathing suit	_____	gloves
_____	wool jacket	_____	sandles
_____	long sleeve shirt	_____	coat

96

100

43) You have a doctor's appointment at 11:00 A.M. It takes you 15 minutes to walk to his office. At what time will you have to leave your house?

44) Use a ruler to measure the following lines.

45) Measure the sides of this rectangle.